

++ SOUTH WEST BAPTIST CHURCH

Redemptive communities and lifelong followers

Job Description – Communications Manager

Our Vision: *“To be a redemptive community, sharing the love of Christ in the world, by word, sign and deed; helping people become lifelong followers of Jesus Christ.”*

POSITION: Communications Manager
BASE LOCATION: 244 Lyttelton St, Spreydon, Christchurch
REPORTING TO: Executive Pastor
DIRECT REPORTS:

- Receptionist/Administrator
- Database Administrator

EMPLOYMENT PURPOSE:

The principal purpose of your employment is to work as an integral part of the South West Baptist Church to spread the good news of the Christian faith according to our vision.

Areas of functional responsibility are set out below.

JOB PURPOSE:

To ensure calendar planning and communication across a variety of media at SWBC is done effectively and efficiently and in a way that empowers communities, ministries and gatherings and serves our vision.

KEY ACCOUNTABILITIES:

1. Ensure effective and timely communication of church vision and priorities to all stakeholders
2. Management of all SWBC communication, media and database platforms
3. Oversee SWBC Reception to be a welcoming and friendly atmosphere
4. Lead the Communications Team, including development, setting priorities, managing performance and managing cost centre budget
5. Continue to explore new and improved ways of communicating
6. Compliance with all Policies and Procedures

SPECIFIC TASK REQUIREMENTS:

- Manage SWBC communication system
- Ensure centralised church calendars up to date in order to empower other staff in their planning
- Manage the content and look of website (run through Squarespace) and all other communication channels
- Create and modify images
- Film and edit video projects (iMovie, Final Cut Pro)
- Hold responsibility for media gear maintenance, gear purchasing and upgrading
- Ensure any publication from the central church is to a high standard
- Adhere to SWBC communication guidelines

As an integral part of the South West Baptist Church, the scope of the position will also include a variety of general 'team support' duties, 'acting' duties or 'alternative' duties as required, where these can reasonably be undertaken according to the competency of the incumbent.

ESSENTIAL REQUIREMENTS TO UNDERTAKE THIS POSITION:

- A Ministry of Justice Criminal History Check prior to appointment

LIMITS OF AUTHORITY WITHIN AREA OF RESPONSIBILITY:

- Contractual decisions impacting staff employment agreements or pastoral call agreements must be approved in advance by the Executive Pastor and comply with standard People Dept. processes (i.e. seek advice before employing someone, terminating employment, changing hours of work or pay etc.)
- Budgeted expenditure must be approved in advance by the relevant cost-centre manager.
- Assets purchased over \$500 are to be approved in advance by the Executive Pastor
- Unbudgeted expenditure must be approved in advance by the Executive Pastor
- All credit card expenditure must be communicated in advance to the Finance Manager, unless using a personally allocated card, where any expenditure over \$1,000 is to be communicated in advance to the Finance Manager for cashflow reasons
- External (media) communications are to be referred to the Senior Pastor
- Purchasing or supply contracts are to be approved in advance by the Finance Manager and the Executive Pastor

Signed (Employee):Dated:

Employee Name

Signed on behalf of South West Baptist Church:

Signed (Supervisor):Dated:

Supervisor Name

Signed (Executive Pastor):Dated:

Amanda Parfitt