

Bellevue Chapel Evangelical Church Job Description

Job Title: Communications Coordinator
Location: Based at Bellevue Chapel, Edinburgh
Responsible to: The Elders

Purpose & Mission

Broadly, the role of communications coordinator is to facilitate the smooth operation of the church and all associated ministries by enabling effective communications internally and externally using all available mediums including digital.

Roles and Responsibilities

It is expected that this role will be fulfilled in a variety of different ways and the following is not intended to be an exhaustive or exclusive list.

Internal Communication

- Management of the various rotas and the church diary, which are essential to the smooth operation of church life, via the Church Suite platform.
- Regular communication with volunteers.
- Management of different email subscriptions in accordance with GDPR requirements via online tools such as Mail Chimp.
- Keeping our rolling notice screen up to date.
- Creating and distributing our weekly e-newsletter and printed monthly notice sheet.
- Producing internal publicity material, for example creating and printing notebooks accompanying different teaching series and bookmarks to accompany an evening series.
- Coordinating PVG process for church workers and volunteers working with vulnerable groups.

External communications

- Making sure our church website is up to date.
- The creation and distribution of various forms of publicity, including regular mail drops with invites to special services and other events.
- Creating and scheduling regular social media engagement.
- Keeping our digital screen outside the church up to date.

General Staff Member expectations

- Be a fully engaged member of Bellevue Chapel, including attending church services and being a role model to those looking on.
- Be part of the staff team, attending and benefitting from staff meetings and fellowship.
- Report on a regular basis to the Elders.