



DOCUMENT:

CCS Communications Coordinator

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Version Control/Revision History

Version	Author / Reviewer	Name	Date	Summary of Changes
V1	Author	Gareth Kimpton	27/09/21	Initial Draft
V2	Reviewer	Paul Coulter	06/10/21	
V3	Author	Gareth Kimpton	07/10/21	Finalised draft

Approvals

Name	Role	Date
Paul Coulter	Executive Director	21/10/21

 Centre for Christianity in Society	Project	Job Description
	Document	CCS Communications Coordinator

INTRODUCTION

The Centre for Christianity in Society (CCS) is a not-for-profit company limited by guarantee in the process of registering as a charity that exists to connect Christ with contemporary culture by explaining Christianity truthfully, engaging issues thoughtfully and equipping Christians thoroughly for the glory of God and the good of all people.

CCS does this by explaining Christianity in talks and media comment, by engaging with issues impacting all aspects of society and equipping Christians to develop a Christian worldview.

CORE VALUES

The CCS core values are based on 1 Peter 2 verse 17:

Fearing God – as servants of God, CCS aims for truthfulness in everything we say, integrating insights from quality scientific and sociological research with biblical truth.

Honouring the authorities – CCS seek proper permission to work in any context into which we are invited and desires to help people in authority fulfil their responsibilities well.

Honouring everyone – since every person is created and loved by God, CCS aim to treat them with integrity (honesty and transparency) and grace (humility and sensitivity).

Loving the family of believers – as diversely gifted friends united in God's love, CCS want to work with all individuals, churches or organisations that share our core beliefs

FOUNDATIONS OF CORE BELIEFS

CCS believe in ...

The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct...

One God, eternally existent in three persons, Father, Son, and Holy Spirit...

Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory...


The Salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit...

The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ...

The Unity of the Spirit of all true believers, the Church, the Body of Christ...

The Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

[Statement of Faith of the World Evangelical Alliance, 2001](#)

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CCS COMMUNICATIONS COORDINATOR

REPORTS TO: Part of Management Team, accountable to Operations Manager and Executive Director.

PURPOSE: To support CCS in developing an effective communications strategy and relevant communications policies along with creating, overseeing, and issuing all communications in relation to CCS across all media platforms throughout the year.

Promote specific events as directed by the Operations Manager and Executive Director.

JOB HOURS It is anticipated that the job takes an average of 2 hours per week across the year.


Note: if the role requires more than an average of 2 hours per week then the CCS Board will consider revising the job description.

LOCATION The role is based on home working with appropriate access to broadband etc. The role holder throughout the year will be required to attend meetings with various stakeholders so needs access to a car.

PAYSCALE This voluntary role carries no entitlement to pay or other benefits associated with employment, including pension schemes.

MAIN TASKS AND RESPONSIBILITIES ACROSS THE YEAR

- Assisting in the development and delivery of the CCS Communications Strategy supported by relevant communications and social media policies.
- In liaison with relevant Board, Management Team, and staff members, create inspiring content that can be used to communicate the CCS story in a variety of contexts including reports, newsletters, online platforms, and website.
- Updating and managing of the CCS website as required which will include such things as publishing updates, maintaining the website, and working alongside website developers to enhance functionality of the site, ensuring the site is up to date, relevant, user friendly and impactful.
- Oversight of how CCS engages with various social media platforms, seeking to develop good engaging content for the promotion of the CCS events and increase numbers of social media engagement.
- Co-ordinate the scheduling and messaging of digital content across the CCS platforms.
- Work closely with the Executive Director and Management Team to manage the communications calendar in the lead up to specific events.
- Ensure all communications are compliant with GDPR and internal policies and ensuring that all communications are in line with CCS mission and values.
- Intentionally seek out new and innovative ways to communicate the narrative of CCS.

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- Respond and deliver the ad hoc digital communications needs of CCS teams as they arise, ensuring they are on message and on brand
- Capture and store a bank of ministry stories/testimonials illustrating CCS activities for use in communications/promotion of each annual event i.e., video and photography.
- Manage the Graphic Design elements for each event themes, creating graphics or commissioning their creation by others as necessary.
- Track analytics to manage CCS presence on relevant social networks.
- Developing and maintaining databases of supporters, trustees and subscribers
- Preparing an annual impact report for donors.
- Contribute to the devotional life of the CCS team.

The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, may be agreed with the supervisor.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

PERSON SPECIFICATION

	Essential	Desirable
KNOWLEDGE AND EDUCATION	<ul style="list-style-type: none"> • Relevant and demonstrable working knowledge of communications, including use of social media platforms 	<ul style="list-style-type: none"> • Hold or be studying towards a relevant third level qualification • Hold a qualification in videography, graphic design and/or web development • Familiarity with GDPR • Have knowledge of or qualification in web coding
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience of involvement in developing or delivering a communications strategy • Proven experience of managing Social Media platforms including managing their messaging 	<ul style="list-style-type: none"> • Experience of managing website design, content and user experience • Able to provide evidence of audio and visual recording and editing • Experience in web design and build • Proven experience of leading and managing a team



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SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Outstanding written and verbal communication skills with the ability to create content for a variety of audiences • Be Mac/Windows literate, able to use all relevant programmes. • Strong organisational and administrative skills • Strong interpersonal skills • Ability to work effectively with others in a team • Ability to work independently without close supervision 	<ul style="list-style-type: none"> • Ability in graphic design
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A committed Christian in full agreement with the Aims, Beliefs and Working principles of the Centre for Christianity in Society 	<ul style="list-style-type: none"> • A commitment to and interest in working with people of all ages
OTHER FACTORS	<ul style="list-style-type: none"> • Be willing to work irregular hours • Be able to attend Management Team Meetings and attend Board meetings as required. • Be able to provide your own transport and hold a full, current drivers licence • Be able to contribute to the devotional life of the CCS team 	<ul style="list-style-type: none"> • Knowledge and experience of apologetics