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| Role Title:  | Communications Manager  |
| Office Location:  | The Lighthouse, Woking (flexi/hybrid options) |
| Days and Hours of Work:  | 37.5 hours pw   |
| Reporting to:  | Executive Director |

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| **Role Overview** |
| Emmaus Rd is a vibrant and growing church family with congregations currently in three towns (Aldershot, Guildford and Woking). Our vision is to play our part in reaching the region with the good news of Jesus, and to resource the 24-7 Prayer movement, of which we are founder members.The **Communications Manager** is responsible for the oversight, management and delivery of external communications, both for Emmaus Rd church congregations and for the work of our Lighthouses and social transformation projects in each town.This role involves line management of the communications team, including staff, contractors and volunteers. The key responsibilities are described in detail in the next section.   |
| **Role Responsibilities**  |
| **1. Leadership and Strategy*** Develop and implement a communications strategy for Emmaus Rd churches regionally and The Lighthouse, working with key stakeholders to ensure clarity of audience needs, timing and messaging.
* Build the Emmaus Rd social media presence, working with volunteers to ensure regular and relevant messaging through social media platforms, and ensuring strategic links with The Lighthouse social media.
* Lead the communications team to plan and deliver multiple projects, defining project scopes, timelines, and objectives and ensuring join up comms across Emmaus Rd teams where needed.
* Proactively suggest additional areas for communicating to Emmaus Rd congregations or stakeholders.
* Manage the communications budget and forecasting, with input from Town Pastors and Ministry Heads as required.

**2. Line and Project Management** * Coordinate cross-functional teams, including graphic design, video production and social media, to ensure that all creative content aligns with strategy and project goals.
* Provide clear direction on priorities, deliverables, and deadlines, while offering feedback and support to enhance the quality of the final outputs.
* Oversee team workload, ensuring effective management of multiple and often competing projects, while looking after team wellbeing and meeting communications objectives.
* Encourage professional development of staff and that they have the resources and guidance needed to succeed in their role.
* Manage HR-related aspects of team management using internal HR systems (Breathe), etc.

**3. Website Maintenance*** Oversee the development of the new Emmaus Rd website, ensuring it meets the needs of Emmaus teams and is delivered promptly.
* Co-ordinate with owners of The Lighthouse website and Emmaus Rd webpages to ensure content is relevant and kept up to date.
* Undertake light-touch changes using the CMS, or arrange with external web designers as required and within available budgets.

**4. ChurchSuite Regional Oversight*** Act as the regional focus for ChurchSuite communication.
* Ensure GDPR activities are maintained and up to date regarding data held on ChurchSuite.
* Work with local Church Life Administrators to ensure integrity of ChurchSuite data.
* Send regional emails via ChurchSuite in liaison with the email content author.

 **5. Central Communication Hub** * Act as central point of contact for info@emmausrd email address, ensuring enquiries are responded to promptly and directing them to relevant stakeholders as needed.
* Liaise with Waverley Abbey and 24-7 Prayer comms teams to promote relevant activities and ensure communications is joined up where needed.

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| The Individual – skills, experience, attitudes  |
| * Passion for Jesus
* Servant-hearted
* A willing can-do attitude, someone who wants to constantly push for doing things as effectively as possible.
* A natural team player, able to work well in a matrix type environment.
* Confident to take initiative, solve problems and make decisions.
* Ability to craft campaigns and messages to speak to different audiences, across multiple platforms and channels.
* Have a good working knowledge of common comms platforms, including Mailchimp, Monday.com, Canva, Facebook, Instagram, ChurchSuite.
* Comms experience from working in different organisations.
* Line management experience or a willingness to develop leadership and people management skills.

 **Occupational Requirement:** This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd’s vison and mission. Although not essential, it is desirable that the person is part of an Emmaus Rd congregation. **Right to Work:** You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf. |