



Job Title:	Communications Team Leader	Job Category:	Communications
Department/Group:	Team leaders	Job Code/Req#:	
Location:	Bicester	Travel Required:	Minimal
Responsible to:	Director		
Level/Salary Range:	£12,000 - £15,000 negotiable based on experience & agreed hrs.	Position Type:	Part time approx. 20-24 hrs a week
HR Contact:	Alysen Merrill	Date posted:	January 2018
Will Train Applicant(s):	As required	Posting Expires:	
External posting URL:			
Reign's website:	www.reignministries.co.uk		

Applications Accepted By:

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JOB DESCRIPTION

Role purpose:

The Communications team leader has a key role to play in planning and delivering communications to key groups, such as supporters, volunteers or staff. The post holder will organize the writing, editing, coordinating and publishing of content across various channels, including the website, social media, and print and online marketing materials. They will also plan and implement communications and marketing campaigns to raise awareness or funds, while progressively improving organizational understanding of what works for different audiences. They will also need to line manage the current communication team and be able to aid in recruiting for the team as Reign grows.



Key responsibilities:

Recruitment and Training

- When needed, recruit people to help build a team and train/develop them so that they can take on roles that allow more to shift from the team leader's responsibility
- Delegate and provide consistent line management where needed
- Train, or assist in finding training, for other teammates when learning new skills or platforms

Development

- Developing an integrated communications strategy for the company incorporating PR, Marketing and Online
- Responsible for developing a healthy working team

Digital

- Develop, manage and update content for website
- Maintain social media accounts
- Plan and create multi-media communications content
- Keeping up to date with advances in social media technology and the latest social media platforms.
- Maximizing followers on social media platforms such as Facebook, Twitter, Google plus and Pinterest.
- Ensuring that approaches to social media are relevant and appropriate for each medium.

Communications

- Produce, edit and distribute updates and content for external and internal audiences, dealing sensitively with those whose personal experiences might be featured
- Provide communications support for campaigns
- Help market and communicate events, such as seminars, conferences, and events for the public
- Provide creative, editorial and operational support for communications projects and report on progress
- Review content and printed materials regularly, on the basis of feedback if possible



Brand

- Ensure consistent branding is used
- Help maintain and build Reign's reputation
- Act as a brand champion
- Plan/create multi-media communications content

Person Specification

Essential

- Line management experience
- Able to work with others
- Excellent communication, planning and organizational skills with great attention to detail
- Strategic thinking and implementation skills
- Creativity and flexibility in mindset and ability to work
- Able to develop and maintain successful relationships with external agencies and stakeholders
- Digital marketing experience, especially across the main social media platforms and Google Analytics
- Excellent written, verbal and presentational skills with a track record of producing high quality, inspiring and compelling materials for the desired audience
- Experience of managing a varied workload and working to tight deadlines
- Brand development experience
- Experience of setting and managing targets and budgets, and of financial management
- Proficient in WordPress, MailChimp and experience with photo and video editing platforms
- Lives within 1 hour of the main office in Bicester, Oxfordshire. There will be a need to work from Bicester and attend meetings on a regular basis.

Desirable

- Able to generate finances to match a desired budget
- At least 2 years in a similar lead communications role
- Educated to degree level or equivalent
- Has an understanding of youth culture and discipleship so that communication of Reign's vision and values is appropriate and impactful