



Job Description for a Digital Enabler

Role title	Digital Enabler within the North West England Methodist District (the District)
Location	Home-based, with some travelling required
Overall purpose	To support, and where appropriate provide, pro-active communication between the District, its circuits, and churches, and between them and the wider community in order to implement and develop the district communication strategy.
Responsible to	
Relationships	District Leadership Team Mission Area Leads Circuit Superintendents and Administrators Communications Officer Circuit and Church Digital and Communications staff & volunteers
Duration of appointment	Two years, with a possible extension after review
Availability	35 hours per week on average throughout the year, recognizing that there will be times of concentrated activity.
Salary	TBA
Review	Work to be reviewed annually in District Policy Committee.
Training	Committed to completing identified training needs
Line management	
Supervision	TBA
Expenses	Travel, receipted expenses and training costs, necessarily incurred in the performance of duties will be reimbursed.
Accountability	This role will be accountable to the District Leadership Team

Main Purpose of the Job

The Digital Enabler will work with the District Leadership Team and the Communications Officer to build the digital communications capacity of the District at every level, to facilitate effective participation by all members in the life of the church in the North West District, and to make use of new opportunities for mission and community-building in the digital sphere.

Key Responsibilities

1. Ensure that the District leadership is able to fulfil its responsibilities by ensuring there are reliable digital platforms for online, live-streamed and recorded meetings and events, for electronic dissemination of information (via web, social media and mailings), and audio and video recording and sharing..
2. Enable all members of churches in the District to have the opportunity for participation in District forums and events, and to receive information from their District and Circuits.
3. Co-operate with District and Circuit leaders, ministers and pioneers in the development of new forms of mission and church communities using a range of digital resources.

Key Tasks

Training and Support

1. Create a digital strategy for the District, identifying the essential resources and support needed to enable full participation at every level, and the opportunities for missional work in the online world.
2. Support the administration and governance of the District by facilitating online synods, committees and consultations.
3. Build a network of “digital champions” within Circuits and provide advice and support for local training and capacity building.
4. Devise and deliver online training courses for Circuits and churches.
5. Develop a “Digital Community of Practice” across the District, and linking where appropriate across the Connexion, which will envisage and create new ways of being and growing church in the digital age.
6. Work with safeguarding officers to raise awareness of digital safeguarding issues, and create usable information and guidelines for Circuits and churches.

Facilities and Resources

1. Work with the Communications Officer in building and maintaining the District’s online presence, including the website and social media.
2. Develop a range of digital tools and resources for the use of the District and its Circuits, and assist in their implementation. (These could include servicing local website and social media initiatives, plan-making and emailing applications.)
3. Collect and disseminate information on digital specialists in the District who can serve Circuits and churches. (This could include graphic designers, web and database programmers, audio-visual and streaming experts and others.)

Events and Online Communities

1. Provide technical support for online and live-streamed District events, including advertising, registration and ticketing, online and streaming facilities.
2. Work with the Mission Area Leads, Circuits and pioneers in implementing digital services, online communities and missional initiatives.

Personal Training and Growth

1. Maintain an awareness of changes in digital applications and resources, and consider how they can be used in the District.
2. Identify opportunities to expand knowledge and understanding, including by appropriate courses.
3. Reflect theologically on issues around faith in the digital world, and the opportunities for sharing the gospel by these means.



NORTH WEST ENGLAND
METHODIST DISTRICT