



ReNew Conference

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ReNew Communications & Church Engagement Co-ordinator Position Description

Objective Assist the Trustees, Pioneering & Operations Director, and Planning Team in communications and church engagement to support the aims of ReNew.

Reports to ReNew Pioneering & Operations Director

Context & Location 22.5 hours per week excluding any break times, with flexibility to WFH or hybrid working. Your working pattern will be agreed with the Director of Pioneering & Operations. Your hours will generally be worked within the period of Monday to Friday between 9am and 6pm, however there will be occasional evening and weekend work required as part of the role.

Holiday Five weeks' annual leave, calculated as pro rata 15 days or 112.5 hours per annum plus three-fifths of the statutory bank/public holidays

Salary £29,000-£32,000 FTE per annum (pro rata £17,400-£19,200). The starting point within this range will be determined by the successful candidate's experience and qualifications. Minimum employer pension contribution of 7% (increasing to 11% subject to employee contribution).

Pension ReNew offers an employer's pension through NEST. We will pay a minimum 7% employer contributions with 1% employee contributions. You can opt to pay further employee contributions. We will match up to a further 4% of employee contributions increasing our employer contributions up to 11%. You can make higher employee contributions but these will not be matched.

Position Summary

To lead and develop ReNew's communications strategy and engagement with local churches, ensuring that communications, resources, and stories are effectively shared across the ReNew network. This role helps make ReNew's work more visible, accessible, and helpful to church leaders and members through digital content, social media, newsletters, and other media. A key position contributing to ReNew's mission of supporting local churches working together locally, regionally, and nationally to pioneer, establish, and secure healthy local Anglican churches, for the salvation of England (see [ReNew Agenda](#)). You would be taking particular responsibility for encouraging and enabling better levels of engagement with our different resources and supporting our staff and volunteers as they provide them. In this role you will be representing ReNew's Christian identity in how we relate to other people and organisations and communicating the mission of ReNew, as well as partaking and leading as appropriate in prayer for the ministry of ReNew. Given that this postholder will represent ReNew, the post carries an Occupational Requirement under Schedule 9 of the Equality Act 2010, permitting ReNew to appoint an individual who actively professes the Christian faith in accordance with our [Statement of Faith](#).

Responsibilities

Communications & Content

- Plan and produce regular newsletters, updates, and campaigns to promote ReNew's work.
- Write and schedule social media content (Twitter/X, Facebook, Instagram, etc.).
- Liaise with creative/design partners to produce high-quality multimedia content.
- Ensure consistent tone, message and brand alignment across communications.

Website & Digital Engagement

- Maintain and update the ReNew website with news, events, resources, and multimedia.
- Oversight of new content production process, review, posting and promotion.
- Liaising with our website consultant on maintenance and development issues.
- Regularly reviewing and analysing content, functionality, and engagement across the website and social media platforms.
- Encouraging and enabling new ways of furthering our aims through increased engagement with the website and social media.

- Ensure CRM and mailing tools (e.g. WordPress/FluentCRM) are up-to-date and used effectively.
- Create and manage forms, workflows, and user interactions for good user experience.

Local Church Engagement

- Work with Regional Leaders and churches to identify and publish useful resources, including talks and coaching sessions, templates, and case studies.
- Co-ordinate the sharing of church stories, gospel initiatives, and ministry examples and prayer needs.
- Monitor needs and feedback from churches to improve the usefulness of ReNew outputs.
- Increasing the number of individuals and churches committing to financially and prayerfully supporting the ministry of ReNew.
- Encouraging and equipping other Planning team members and Regional Leaders to help in this task.
- Investigating and applying to possible new grant-making trusts for ongoing support and one-off projects.
- Keeping those who give and/or pray informed and engaged.

Event Communications Support

- Promote ReNew's events and initiatives via digital channels and email.
- Support ReNew's Pioneering & Operations Director and Administrator with branded materials, pre/post-event comms and ad hoc duties to effectively deliver ReNew's key events.

Event Support

- In the run up to particular events (eg ReNew's annual conference) to assist where required as part of the ReNew team in general administrative tasks for the planning and facilitating of the relevant event.

Summary of Conferences and Events

- **Annual ReNew Conference** (September) – residential conference of approx. 400 church leaders, currently hosted in Leeds.

- **Future Leaders Conferences** (Autumn and Spring) –conferences of approx. 10-70 people considering f/t or p/t ministry, currently hosted in London, Gateshead and Manchester.
- **Regional Leaders Gathering** (March/April) – residential gathering of approx. 50 Regional Leaders, hosted in London.
- **Alternative Selection Panel** (time varies) – interview panels for approx. 2-5 candidates being evaluated for future set apart ministry, hosted in London.
- **Webinars** (time varies) – ongoing online webinar series.

Necessary Knowledge, Skills and Abilities

- Personal knowledge of and obedience to the Christian gospel, in agreement with and willing to uphold the charity's [Statement of Faith](#)
- A godly example with a servant heart, seeking to live a life of Christ-like integrity – especially in their own God-given identity, sexuality, gender and relationships.
- A self-starter who is able to work hard alone, take initiative, manage complex projects, and make things happen without a huge amount of day-to-day oversight.
- Able to work alongside others demonstrating Christian principles and behaviours including leading prayers in meetings of staff and/or volunteers as appropriate
- Active gospel partnership through regular attendance and serving at a local church
- Demonstrable passion for local church ministry and ReNew's mission
- Outstanding effective communication skills (spoken and written English)
- An instinctive analyser who is able to quickly see strengths and weaknesses in our resources, and any feedback we receive on them.
- A quick learner when it comes to mastering new IT, website, social media and other communication opportunities – alongside existing competence in using basic Microsoft Office applications.
- Creativity and confidence in managing social media, newsletters, and digital platforms
- Experience in WordPress (or similar), CRM systems, and email marketing tools
- Highly organised with an ability to manage multiple projects and schedules
- Attention to detail, with a knack for problem-solving
- A team player who is good and flexible in getting alongside other staff members and volunteers and helping them make things happen
- Legal right to work in the UK

Desirable knowledge, skills and responsibilities

- Active gospel partnership through regular attendance and serving at a local ReNew church or willingness to join and engage with a ReNew church
- Experience working in a Christian organisation or church
- Familiarity with Anglican evangelical culture and ReNew's priorities
- Confidence using Canva, Mailchimp, or similar tools
- An innovative thinker with an affinity for improving processes and systems
- Understanding of basic GDPR and digital content compliance