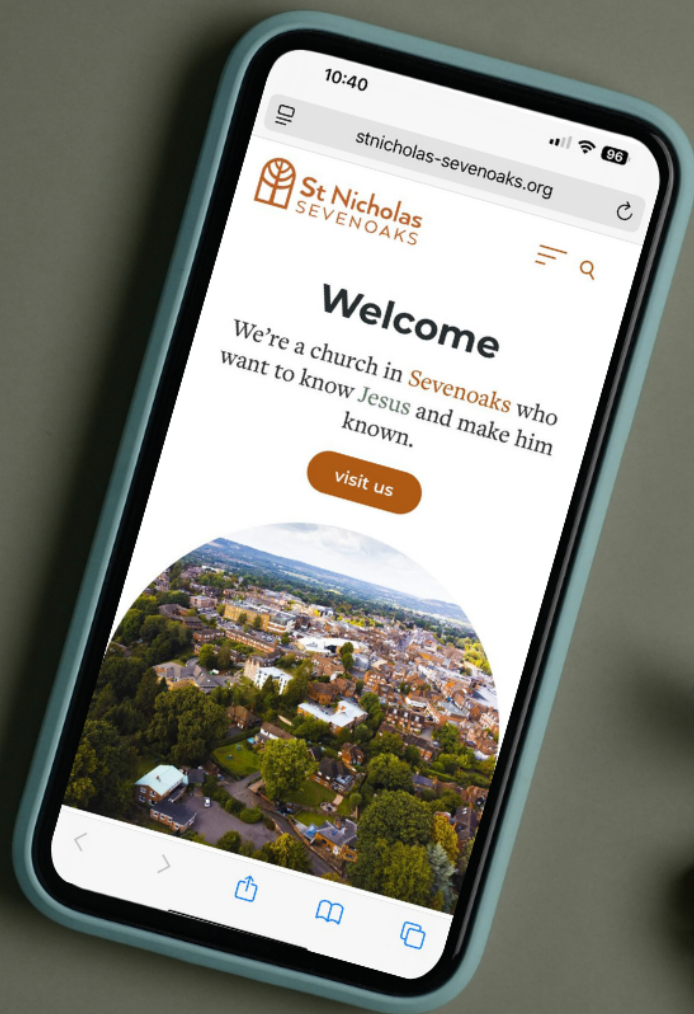




Job Description & Person specification

COMMUNICATIONS MANAGER

JOB LOCATION: St Nicholas Church, Sevenoaks

HOURS: Part-time (21 hours/ 3 days per week)

REPORTING TO: Operations Director

DIRECT REPORTS: None

WORKING WITH: Staff team



St Nicholas Church, Sevenoaks

We are a vibrant, conservative evangelical, Anglican church with a lively, Christian community in Sevenoaks, Kent. We seek to honour God and make disciples of Jesus, and we believe that the Bible and prayer are essential to these tasks. Effective communication is key to ensuring that our church family is fully engaged and aligned with our vision. While we have clear plans, we're working to improve how we communicate so that everyone feels informed, encouraged, and united in moving forward together.

There are five Sunday services and many community and outreach events taking place during the week. Our structure includes 5 congregations with an average overall attendance of around 500 adults and 140 children. We have a wonderful, experienced team of 15 full and part-time employees.

Role Purpose

The Communications Manager will provide strategic leadership and direction for all internal and external communications at St Nicholas, in conjunction with the volunteer Communications Group. You will ensure the church's vision, values, and activities are communicated clearly, creatively, and effectively across all platforms, helping to strengthen engagement within the church and extend its reach to the wider community.



Key Responsibilities

Communications Strategy & Leadership

- Develop and implement a cohesive communications strategy aligned with the church's vision.
- Advise and assist staff team on communication priorities, tone, timing, and messaging.
- Build and manage the communications team, including staff, volunteers, and external suppliers.
- Communicate the importance of strategic communication in a way that enables staff and volunteers to understand and embrace the value of intentional, unified communication efforts.

Brand Management

- Safeguard and develop the church's brand identity, ensuring consistent messaging across all materials and platforms.
- Oversee the design and production of visual content, printed materials, signage, and presentations.

Digital & Media Communications

- Oversee the church's website, social media, email communications, and livestream content.
- Lead on digital content planning, creation, and analysis to increase online engagement.
- Ensure high standards of production quality in video, audio, and photography.

Internal Communication

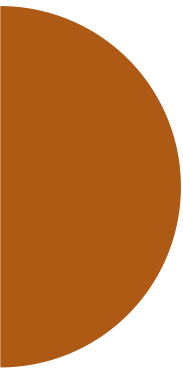
- Develop effective internal communication channels to ensure the church community is well-informed and engaged.
- Support the Word Ministry Team in effectively communicating with their teams and wider groups.

Public Relations & External Communication

- Act as the primary contact for media enquiries, press releases, and public statements.
- Develop crisis communications plans in partnership with the Rector, Wardens and Congregational Pastors.

Events & Campaigns

- Support communication needs for major church events, sermon series, outreach projects, and fundraising campaigns.
- Collaborate with relevant teams to ensure clear, timely promotion and follow-up.



Person Specification

Essential

- A committed Christian with a personal faith in Jesus Christ and active involvement in a local church.
- Strong alignment with the values, theology, and mission of St Nicholas.
- Proven track record in leading communications strategy at a senior level.
- Outstanding written and verbal communication skills, with an eye for detail and creativity.
- Able to demonstrate a clear, strategic vision for the role of communication in the life and growth of the Church, with a strong understanding of how coordinated messaging across congregations can support mission, community-building, and evangelism.
- Experience of managing websites, social media platforms, and digital communications tools.
- Confident project manager with excellent organisational skills and the ability to meet deadlines under pressure.
- Able to lead, participate in and inspire teams, both staff and volunteers.
- A collaborative communicator who earns trust and inspires support for communication initiatives, especially in navigating differing viewpoints.

Desirable

- Degree in Communications, Marketing, Media, or related field.
- Experience of Public Relations and Crisis Communication
- Experience working within a church, Christian charity, or faith-based organisation.
- Experience of brand management across an organisation.
- Familiarity with Church of England structures
- Graphic design, video editing, or digital marketing skills.

Additional Information

- This role has a genuine occupational requirement to be filled by a committed Christian, in line with the Equality Act 2010. The postholder must be spiritually aligned with the mission and ethos of St Nicholas, as they will assist the Word Ministry Team represent and communicate the church's beliefs to both the congregation and wider community.
- Occasional evening and weekend work may be required, especially around key church events or campaigns.
- Preferably a committed member of a St Nicholas congregation, attending Sunday services and prayer meetings.
- Appointment is conditional on proof of the right to work in the UK and receipt of satisfactory references.

Remuneration Details

Salary: £38,000-40,000 (FTE)/ £22,800-24,000 (pro-rata)

Pension: The PCC operates a stakeholder pension scheme. The employer's contribution will match your contribution £ for £ up to a maximum of 7% of gross pay.