



## Communications Manager

Established in 1843, the Free Church of Scotland is a registered charity with the vision for “A Healthy Gospel Church for Every Community in Scotland”. There are currently over 100 congregations and around 12,000 people in our churches on any given Sunday.

In addition to congregational activities, the Free Church of Scotland trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary (ETS). The Free Church runs a programme of residential youth camps for over 300 young people each summer, and pursues global mission by supporting partners around the world.

We are looking for a capable Communications Manager to join our team of committed staff in the Church Offices to help with internal and external communication throughout the denomination. Working with the Communications Group the Communication Manager will develop and take forward the Free Church of Scotland Communications Strategy.

The Communications Manager will report to the CEO and will have regular contact with other senior staff. The post holder will be highly organised and self-motivated and have significant experience of managing communication and/or marketing in a company or organisation.

There is an Occupational Requirement under the Equality Act 2010 for the post holder to demonstrate a firm Christian commitment. As such, the successful candidate will be a Christian with an active commitment and sympathetic to the values, aims and ethos of the Free Church.

### Overview

Hours: Minimum 18 hours per week, but will consider up to full-time for the right candidate

Duration: 2 year fixed term contract (with the possibility of being made permanent)

Start Date: As soon as available

Location: Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh, EH1 2LS.

Salary: Approximately £17,500 part-time or £34,000 full-time, depending on skills and experience.

Pension: The Church operates a Group Pension Scheme and will make a 10% contribution towards the employee's pension.

Holidays: Pro-rata equivalent of 24 days plus 10 public holidays per annum.

**Application forms may be obtained from the Free Church website or Sharon Fraser, PA to the CEO, by email to [sharon@freechurch.org](mailto:sharon@freechurch.org). The initial closing date for applications is Monday 29<sup>th</sup> November at 11am. Interviews are expected to be held in Edinburgh on Monday 13<sup>th</sup> December.**

**Role Purpose:**

The Communication Manager’s role is to promote and facilitate excellent internal and external communication. This is a new role and will therefore require development throughout the first year.

**Role Description:**

Key Responsibilities	<ul style="list-style-type: none"><li>• Coordinate and improve internal communication within the denomination, including reaching members and congregations</li><li>• Raise the profile of the Free Church of Scotland nationally and improve external communication</li><li>• Help promote the Healthy Gospel Church Vision throughout the denomination and beyond</li><li>• Work with the Communications Group to progress the Communication Strategy, and promote the Biblical Principles of Communication adopted by the General Assembly</li><li>• Act as Clerk/Secretary to the Communications Group</li><li>• Identify stories and projects and events from throughout the denomination that should be shared internally and externally</li><li>• Write content and copy for communication and marketing purposes</li><li>• Work with the editor of The Record magazine</li><li>• Provide oversight of website and social media channels</li><li>• Manage contracts with graphic designers and other communication professionals</li><li>• Work with ETS fundraising and marketing group to help them promote their courses</li><li>• Promote and encourage prayer throughout the denomination</li><li>• Encourage financial support and responses to appeals within the Free Church</li><li>• Support the Media Officer in dealing with media enquiries</li><li>• Co-ordinate communication efforts among the various Boards and subgroups (including the Public Engagement Group), and also between Presbyteries</li><li>• Oversee the work of the part-time Communications Officer</li><li>• Organise communication co-ordination meetings as needed</li><li>• Participate in staff devotions</li></ul>
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Please note: The job description is not exhaustive, further details and specifics of tasks and duties will be agreed with the line manager. The Communications Manager will report to the Chief Executive Officer. The Communications Manager will work closely with the Communications Group.

**Person Specification:**

<i>Essential</i>	<i>Desirable</i>
A Christian with an active commitment in a local church and enthusiastic about the values, vision and ethos of the Free Church.	Someone who understands the history and culture of the Free Church of Scotland and / or the workings of a Presbyterian denomination.
At least 3 years' experience of leading in the areas of communication and/or marketing – preferably in a large and complex organisation.	Degree or other relevant professional qualification in Marketing and/or Communications.
Proven success in delivering communication campaigns and in the strategic development of communication / marketing function.	Experience of working with Christian or other third sector organisations.
Excellent communication skills and the ability to write high quality content.	Previous news-gathering, journalistic or writing experience.
Experience of managing websites, social media, video content and other forms of digital communication.	
Ability to build positive relationships with others and to work well as part of the Central Office team.	
Experience of managing staff/volunteers.	
Organised, efficient, responsible, and highly motivated.	
Willingness to travel to meetings, and work outside of office hours, if needed.	

**If you have questions about the role or would like to speak to someone before applying, please request this by email to [sharon@freechurch.org](mailto:sharon@freechurch.org).**