

## Job Description

<b>Job Title:</b>	<b>Communications and Resources Associate</b>
<b>Employer:</b>	<b>Scripture Union Ministries Trust, The</b>
<b>Location:</b>	<b>Manor Ark</b>
<b>Responsible to:</b>	<b>Team Leader</b>
<b>Responsible for:</b>	<b>N/A</b>

### Job Purpose

As a contemporary disciple of Jesus, develop and manage SUMT's digital resources for use by the core team and event leaders, to allow them to communicate effectively and meaningfully with Christian and education communities, as well as publicly via the web and social media, to bring "faith within reach" to the children and young people of the Isle of Man.

### Principal Roles & Responsibilities

1. Act as SUMT's Webmaster.
2. Manage SUMT's database; Mailchimp audience; email domain; Canva account; MS365 & SharePoint.
3. Oversee annual donor mailing & annual review publication.
4. Have social media communications oversight, along with the SUMT CEO.
5. Have responsibility and oversight of SUMT's visual branding consistency.
6. Collect, analyse and present data to support communication of & strategic planning for the SUMT's work
7. Assist the development of online discipleship resources & activities

A summary of the key day-to-day duties is provided below:

The post holder shall perform such duties and observe and conform with such reasonable instructions as the SUMT, may from time to time give.

In addition to this:

#### **1. Representation and Corporate Contribution**

The post holder will represent the SUMT in a range of settings, forums, committees, working groups and events requiring the highest level of personal integrity. It is expected that the post holder will be a committed ambassador of the SUMT and the work that it seeks to achieve. Each employee of SUMT has a personal responsibility to maintain the confidentiality of all SUMT business and to uphold such confidences.

## **2. Provision of Advice**

The post holder will be a source of information and advice to team members and the Executive.

## **3. Implementation and Maintenance of Policy**

The post holder will be responsible for the implementation of SUMT's policies generally and in this role specifically, in regards to data security and the provisions of the GDPR regulations 2018.

## **Professional development**

All Team members have a personal responsibility for professional development (PDP). The post holder will be expected to contribute to their annual PDP and interim reviews. The post holder reports to the Team Leader.

Regular meetings should be held with line managers and interim reviews are encouraged. These are specifically designed to deliver the aims and objectives of the Development Plan.

The Team Leader will ensure that in line with the timescale set out in the scheme, amongst other things, an annual:

- Personal Development Programme is agreed with the post holder;
- Review and assessment of the post holder's performance and competency/behaviours is made; and
- Performance and Development Review meetings are conducted.

## **Health and Safety**

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to their line manager.

## **Qualifications and Experience**

To properly deliver the requirements of this post it is expected that the post holder will have the following qualification/professional membership:

- 5 A\* - C GCSEs including Mathematics and English, or equivalent

## **Competency Levels For This Post Are:**

### **Leading and working together**

Is clear about own role and priorities taking responsibility for providing an excellent service; working supportively as a team player in pursuit of agreed objectives; builds effective working relationships with colleagues; deals constructively with interpersonal issues.

### **Communicating and influencing**

Communicates clearly, orally and in writing to get the message across; expresses their views in a clear and succinct way in group or team meetings; is courteous and effective in their communications with colleagues and customers; records and communicates information accurately.

### **Achieving results**

Organising own time efficiently and working in an orderly and disciplined way; makes day-to-day decisions within limits of authority and refers more important decisions in a timely and appropriate manner; delivers agreed tasks on time, liaising with colleagues where necessary.

### **Delivering a quality service**

Enjoys delivering excellent service to other members of the team; takes a pride in delivering work of a consistently high standard; shows an awareness of the cost of resources and uses these efficiently.

### **Changing and learning**

Assists, coaches and advises colleagues to develop competence and confidence and actively looks for better ways of working. Offers opinions in discussions which are not always the most obvious. Is versatile and adaptable and prepared to change their views. Applies up to date specialist skills, knowledge and experience in their work.

### **Showing commitment and resilience**

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure and in control when under stress.

**Scripture Union Ministries Trust  
Person Specification**

**Post: COMMUNICATION & RESOURCES ASSOCIATE**

**Employer: SUMT**

**Job Summary: (See job description)**

<b>Attributes</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
<p style="text-align: center;"><b>Qualifications</b></p> <p>5 GCSEs at grade C and above including English Language, or equivalent.</p>	E	CV / Qualification certificates
<p style="text-align: center;"><b>Experience</b></p> <p>Minimum of 2 years experience working in an office environment</p> <p>Experience of using general office software packages (including spreadsheets, word processing and email).</p> <p>Experience of using and maintaining computerized database systems.</p> <p>Experience of working as a member of a team</p>	E E D D	CV / References / interview CV / Interview CV / Interview CV / Interview
<p style="text-align: center;"><b>Knowledge and Skills</b></p> <p>Good IT skills with proficiency in the use databases, Microsoft applications, and Mailchimp</p> <p>Able to organize and prioritise workload to achieve results</p> <p>Able to work effectively under pressure and to tight deadlines</p> <p>Good written and oral communication skills</p> <p>Good numeracy skills and able to produce meaningful reports.</p>	E E E E D	CV / Interview CV / Interview CV / Interview CV / Interview CV / Interview
<p style="text-align: center;"><b>Disposition</b></p> <p>Proactive and self-motivated</p> <p>Organised, methodical and focussed on results</p> <p>Focused on high standards of quality and team service - Team worker.</p> <p>Flexible and acceptable to changing circumstances</p> <p>Calm under pressure</p>	E E E E E	References / Interview References / Interview References / Interview References / Interview References / Interview
<p style="text-align: center;"><b>Circumstances/Interests</b></p> <p>Isle of Man Worker</p> <p>Willing to work additional hours as required.</p>	D E	Application / CV Interview