



Council of Lutheran Churches

## Council of Lutheran Churches – Communications Manager

**Job Title:** Communications Manager

**Reporting to:** The General Secretary of the CLC.

**Hours of Work:** 18.75 hours a week. Please note that this will include occasional weekend and/or evening working and travel.

**Location:** Office based in our Central London office, 46-48 Webber Street, London SE1 8QW

**Salary:** £ 26,500 per annum

**Benefits:** 10.5 days annual leave entitlement plus the working days between Christmas and New Year plus 4 days pro-rated bank holiday entitlement. In addition, we offer a defined contribution pension plan.

The **Council of Lutheran Churches** (CLC) represents and coordinates the common work of 9 Lutheran Churches that have congregations or chaplaincies in Britain, many of which are closely related to Lutheran churches in other countries. Together they offer pastoral care to the community of over 200,000 people.

Oversight and direction comes from the Board of Trustees.

### The Job

The communication work of CLC aims to promote Lutheranism and the work of Lutherans in the UK through a variety of media and activities, especially CLC's activities, ministries, mission, and brand.

### The key functions of the role are:

#### CLC Communication & Outreach

- Oversee internal and external communications, ensuring CLC's message is consistent and engaging
- Develop and implement effective communication strategies
- Coordination, management and communication of CLC events, seminars, conferences, speaking arrangements
- Create content for various channels, such as blog posts, articles, presentations, speeches, photos, videos etc. Creating marketing materials such as posters, flyers, and sharing these in an effective way.

- Writing and issuing press releases, pitching for media interviews and coordinating media calls.
- Daily oversight and moderation of CLC's social media accounts and adopting appropriate new ways of communications and platforms as appropriate
- Curation of CLC website
- Project manager of the CLC podcast
- Editor of the monthly CLC e-newsletter
- Livestreaming of CLC events on CLC's social media channels
- Manage the communications budget with support from the Finance Manager
- Supporting different CLC ministries in communication and outreach, e.g. Student Chaplaincy, involvement in Bethphage, Lutherans Inclusive, participation in London Pride etc.
- Support the CLC Student Chaplain/Director of Mission and Outreach and the General Secretary as required
- Visits to CLC member churches and partner organisations and working with them as required
- Work with CLC staff, member churches and partners to generate new ideas and strategies
- Support of groups using the CLC studio equipment
- Establish and maintain ecumenical networks with other Christian journalists and organisations in the UK

## **Skills and experience**

The key skills and experience required for this role are:

	<b>Essential/ Desirable</b>
Degree or equivalent	E
Active Christian	E
Sound knowledge of Lutheranism and Lutheran theology	D
Experience in communications and/or journalism	E
Experience working in multi-national and multi-ethnic contexts	D
Experience in working with social media	E
High digital and multimedia skills	E

Experience in ecumenism	D
Excellent inter-personal, oral and written skills	E

### **Personal skills and attributes**

The ideal candidate for this post will be able to demonstrate:

- An ability to work as part of a team – we are a small organisation and therefore a supportive and ‘hands on’ approach is essential
- Advanced organisational skills and ability to work on their own initiative
- Commitment to diversity and equality
- Ability to promote the mission of the organisation with a high degree of professional standards and in line with developments in the digital sphere.
- Diplomacy and confidentiality
- Flexibility - the nature of what we do means that some weekend and/or evening working as well as travel in England will be required but in return we offer flexibility in start/finish times and a possibility to work from home for part of your hours.