



Providence
CITY

Why is this Job Description being written? <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:	Position Title:	COMMUNICATIONS DIRECTOR - CITY	
Division:	Support Staff	Department:	Communications
Position reports to:	Executive Pastor		
Location: include all possible locations	All Providence City venues and workspaces		
Days	0.4FTE (2 days)		
POSITION PURPOSE:			
The Communications director is responsible for both our public and intra-church communications strategy, and will oversee and manage all online, print, and in-service communication at Providence City.			



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KEY RESPONSIBILITY AREAS:		
Key Position Accountabilities	Inputs:	Outputs:
Develop and implement a vision for communications	<ul style="list-style-type: none">• Work with the Senior Pastor to develop a vision for Communications at Providence City• Oversee the development, improvement, and implementation of Communications at Providence City through digital, print, and in person means in line with this vision	<ul style="list-style-type: none">• Providence City's Communications both internally and externally are creative and engaging, and consistent with our vision and values.
Oversee all regular and occasional communications	<ul style="list-style-type: none">• Build and lead a Communications team to run Communications with support from the Providence City admin team.• Ensure that systems and processes are set in place and used effectively to facilitate accurate and timely Communications.	<ul style="list-style-type: none">• Providence City's communications are accurate and timely. Communication channels are kept up-to-date.
Resource Development	<ul style="list-style-type: none">• Liaise with senior staff on developing resources (online, print, audio-visual) for use in the mission and maturity work of the church.	<ul style="list-style-type: none">• Providence City develops resources for use within and beyond our church.



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KEY RESPONSIBILITY AREAS:		
Key Position Accountabilities	Inputs:	Outputs:
Teaching and Change Campaigns	<ul style="list-style-type: none">• Liaise with senior staff to develop promotional material for major teaching campaigns at Prov City.• Liaise with senior staff to develop promotional material and a communications strategy for key moments of change management (such as launching new Sunday services, or moving venues).	<ul style="list-style-type: none">• Major teaching campaigns in any year are clearly, beautifully, and creatively communicated, leading to increased engagement in the congregation.• Significant changes in the life of Providence City are communicated persuasively and effectively.
Public Relations	<ul style="list-style-type: none">• Liaise with the Senior Pastor and Network Director to engage actively in the public square (through social media, established media, radio, or television)• Liaise with the Network Director and the Committee of Management to respond to any engagement (positive or negative) from the public square in timely, compelling, and strategic ways.	<ul style="list-style-type: none">• Communications in the public square are faithful, careful, creative, and reflect our values around the gospel and our values as a church.



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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications:

High school completion. Tertiary qualifications in the relevant field highly desirable.

Skills, Knowledge & Experience:

- Ability to work with all staff as expected in a Christian environment.
- Strong organizational skills with the ability to manage priorities and workflows.
- Versatility, flexibility, and willingness to work in a dynamic organization.
- Excellent communication skills.
- A commitment to high stands and excellence.
- An excellent attention to detail
- A broad understanding of the various ways that people interact with different types of media.

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- No

People responsibility: Does this role have any direct reports or indirect reports:

No. of direct reports

Communications team (volunteer)

No. of indirect reports



ORGANISATIONAL CHART:

Next level of supervision

Senior Pastor

Immediate Supervisor

Executive Pastor

This role

Communications
Director

The Communications Director is accountable to the Executive Pastor

ADDITIONAL INFORMATION:

- The recruitment timeline and process will be outlined in separate document.
- The preferred candidate will be asked to submit references.
- After an initial 3-month probationary period the role of Communications Director continues.