

Reading Family Church

Job Description for Media Worker

JOB TITLE: Media Worker

REPORTS TO: Executive Officer

POSITION OVERVIEW: This 14hr part time position requires the candidate to develop and produce all media content and communication that is required by RFC including the website, weekly news updates, Sunday slides, social media and printed material required by RFC ministries.

JOB TASKS

Media

- Production and development of weekly media requirements including ENews, Sunday Slides, Information leaflets.
- Maintenance and development of social media content.
- Maintenance, development and oversight of RFC website.
- Preparation of laptop each week for Sunday meetings.
- Supporting RFC ministries with marketing and printed material as required.
- Developing skills and knowledge of appropriate graphics programmes.
- Awareness of developing trends and ideas within graphics world.
- Ensure that all media produced maintains the RFC branding clearly.

Staff team:

- Attendance and participation in the weekly staff meeting.
- Contributing to the staff culture of GRACE in the way duties are conducted, interaction with others is had and in personal life.

PERSONAL ATTRIBUTES

- Familiarity with the following graphic design packages will be advantageous; Photoshop, Illustrator, InDesign, PremierPro and Audition
- Experience and/or willingness to learn how to update basic details of the RFC website
- Able to manage priorities and action them accordingly.
- Have good interpersonal skills, and the ability to relate and communicate with people at all levels.
- Maintain a flexible approach to work.
- Be able to keep calm under pressure and respond in a measured way in stressful situations.
- Be open to feedback and willing to tailor style of media production to others' requirements.
- Servant hearted, organised, imaginative, reliable and enthusiastic.

Salary bands available on application

Application Form

When completing this form, please use a black pen, or complete on a computer. The space for responses may be too limited in some sections. If you need to add more information, kindly do this on an accompanying sheet.

Applications should be submitted by email to churchoffice@readingfamilychurch.org.uk or posted to Kathryn Amos at the Church Office address below.

Position Applied For: Media Worker

Section A: Personal information

Title: _____

First Name(s): _____

Surname(s): _____

Previous Name (if applicable): _____

Please confirm the name which you would like Reading Family Church to use below if different from above.

Preferred First Name: _____

Permanent address: _____

Postcode: _____

Daytime telephone number: _____

Mobile number: _____

Email address: _____

Do you have permission to work permanently in the UK? Yes No

If not, please include details on a separate sheet.

Where did you hear about this vacancy? _____

Information entered here will not affect the success of your application but is useful for us to know in accessing where we advertise positions.

Section B: Education

Secondary Level Education – Place(s) of Study

Date from	Date to	Name(s) of School(s)/College(s) attended	Location

Academic Qualifications at Secondary Level

Please outline secondary level achievements, starting with the most recent.

Year Taken	Subject	Qualification (E.g. A level)	Grade Achieved

Further Education – Places of Study and Academic Qualifications

Please outline any other or further educational achievements (including post graduate and professional qualifications), starting with the most recent.

Year of graduation	Name of Institution (E.g. University or College)	Course subject	Qualification obtained (E.g. BSc with honours)

Section C: Employment History

Please outline your previous work experience beginning with the most recent.

In addition to any permanent employment, please include any significant temporary, voluntary or vacation work you consider relevant to the post applied for. Use continuation sheet provided if necessary.

PRESENT OR MOST RECENT EMPLOYMENT	
<i>Name of Organisation:</i>	<i>Address:</i>
<i>Nature of Business:</i>	
<i>Job Title:</i>	<i>Start Date:</i> <i>Finish Date:</i>
<i>Please outline your main tasks, responsibilities and achievements:</i>	
<i>Please indicate: Present Employer / Most Recent Employer</i>	<i>Period of Notice Required</i>
<i>Reason for leaving</i>	

<i>Name of Organisation:</i>	<i>Job Title:</i>
<i>Start Date:</i> <i>Finish Date:</i>	<i>Reason for leaving:</i>
<i>Please outline your main tasks, responsibilities and achievements:</i>	

Section D: References

Please give the names and addresses of three people whom we may approach for a reference. These should match the categories below as far as possible. All of whom should have known you over the last two years or so:

- Your church leader or a person in a position of responsibility in your church (not a family member).
- Your current employer or a person to whom you are accountable in your current employment.
- A person aware of your experience and work in church-related service.

We will only contact referees if you are invited to interview. Please indicate if there is a referee you would prefer us to delay contacting before interview.

Church Minister or Pastor:

Full name of Referee (incl. title):

Church name and location:

Role of the Referee within church:

Postal address:

Postcode:

Daytime Telephone Number:

Email address:

Current or most recent employer:

Full name of Referee (incl. title):

Name of Employer (i.e. 'Reading Family Church'):

Postal address:

Postcode:

Daytime Telephone Number:

Email address:

I am happy for you to contact this referee prior to interview:

 Yes No

Reading Family Church, 448a Basingstoke Road, Reading, RG2 0RX

tel. 0118 987 6278 | email. churchoffice@readingfamilychurch.org.uk | www.readingfamilychurch.org.uk

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Please explain why you are applying for this position and why you believe you are a suitable candidate. Please make particular reference to the job description/personal attributes and highlight any relevant experience. (You may continue on the continuation sheet if necessary)

What do you think are your particular personal characteristics and strengths?

Do you regard yourself as an active Christian?

Yes

No

Are you a member of a church at present?

Yes

No

Does this church support your application?

Yes

No

Name & location of Church:

Are you in full agreement with our core doctrine as described on our website (under “What We Believe”) and our Purpose, Culture and Ethos detailed in the job description?

Yes

No

If no, then which parts do you have difficulty with?

Section F: Skills and Interests

IT Skills:

Do you have a confident working knowledge of (at least) Office 2019 (including Word, Outlook and PowerPoint) and Windows 10?

Yes No

Graphics Packages: Familiarity with graphics packages is advantageous, although some training can be given.

Do you have a working knowledge of the following packages?

Photoshop Yes No

Illustrator Yes No

InDesign Yes No

PremierPro Yes No

Audition Yes No

Driving License:

Do you hold a full driving license? Yes No

Please give details of any endorsements: _____

Interests:

What interests do you have outside of work and church activities?

Section G: Declarations

Have you ever been convicted of a criminal offence? Yes No

When answering 'yes' to this question, please give any details on a separate sheet. In accordance with the Rehabilitation of Offenders Act 1974, a criminal record will not necessarily be a bar to acceptance for every job; all cases will be considered on an individual basis. However, we will undertake a DBS check on the successful applicant and must receive a satisfactory certificate prior to job offer.

I confirm the facts set out in my application are, to the best of my knowledge, true and complete.

Signed:	
Date:	

If you are submitting this form by email and you are called to an interview, please bring a signed copy with you on the day of the interview.

Closing Date for Applications: Midday 17th Feb 2020

Shortlisting Notification: Tuesday 18th Feb 2020

Interview Date: Wednesday 26th Feb 2020

Continuation Sheet: Employment Record

<i>Name of Organisation:</i>	<i>Job Title:</i>
<i>Start Date:</i> <i>Finish Date:</i>	<i>Reason for leaving:</i>
<i>Please outline your main tasks, responsibilities and achievements:</i>	

<i>Name of Organisation:</i>	<i>Job Title:</i>
<i>Start Date:</i> <i>Finish Date:</i>	<i>Reason for leaving:</i>
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Continuation Sheet: Further Information

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