



## Creative Communications Lead

**St Stephen's: Loving God. Growing Disciples. Transforming Communities.**

<b>Working Hours</b>	40 hours / week
<b>Salary</b>	£31-33k depending on experience
<b>Responsible to</b>	The Vicar

### About St Stephen's

St Stephen's is a vibrant, growing Evangelical Charismatic Resource Church with around 500 adults, 100 children and 80 youth, supported by a committed staff and volunteer team. [St Stephen's](#). Our vision is simple: *Love God, Grow Disciples, Transform Communities*. Sundays sit at the heart of our life together, with three services that gather us for worship, teaching and prayer, alongside a wide and active ministry across generations and a strong commitment to serving and resourcing the wider church. With the launch of our four-year GROW Strategy (Autumn 2024) we are in a season of being led by the Spirit to Grow in Whole life discipleship, to Grow Younger and Grow and Resource the Wider Church.

### Role Overview

The Creative Communications Lead is a key role within the staff team, sitting as part of the Creative Team (which includes the Worship Pastor and Media, Production and Sound Technician). The postholder will carry strategic oversight and hands-on delivery of both internal and external communications. They will continue to develop and produce high-quality design, social media, and film content that enables and enhances the ministry of St Stephen's. We are seeking someone with a passion for creative communication, strong practical skills, and the strategic capability to bring ideas and plans to life.

***If you feel called to this role but do not meet each requirement to equal levels, we warmly encourage you to apply.***

### Key Objectives

- Ensuring the 'look' of St Stephens reflects the 'voice', **consistent and aligned** across all communication channels.
- **Strategically plan and implement the churches comms**, aligning to the church strategy, to enable effective external and internal engagement.
- Ensure that all St Stephens media and communications **output is high quality, consistent, clear and compelling**.
- **To produce all key communications** and publicity materials to support and amplify the ministry of St Stephens across digital and physical platforms
- **Strengthen and grow St Stephen's digital presence** through engaging social media, video and online content that increases reach and helps people connect with the life and ministry of the church.

### ST. STEPHEN'S

Church Office, 30 Crown Road, Twickenham TW1 3EE  
020 8892 5258 [office@st-stephens.org.uk](mailto:office@st-stephens.org.uk) [www.st-stephens.org.uk](http://www.st-stephens.org.uk)

Registered Charity Number: 1131378



- **Support and equip ministry areas with communication tools and guidance**, enabling staff (and volunteers) to communicate clearly and effectively within their ministries as relevant.

## Responsibilities

- Ensure clear systems for comms requests, process and delivery of projects.
- Design and production of all film / visual media for Sundays, Ad Hoc events, social channels and St Stephens website.
- Oversight of weekly podcasting and online service.
- Oversight of photography and managing digital assets.
- Create content and engagement in St Stephens social media channels.
- Working as part of the creative team to enable the production of creative projects. (nb *The Creative Team exists to resource and enhance the worship, teaching and missional life of St Stephen's through high-quality media, design, worship and storytelling*)
- Comms planning, design and delivery of materials across church seasons, 'Focus', and other projects and campaigns.
- Develop and manage the website including on-going updates.
- Liaising with printers / external support as necessary
- Recruit, oversee & train volunteers (e.g., photographers, videographers, designers)

## Competencies

### Essential

- Demonstrable passion, skills and experience in superior design and excellent communication
- Ability to plan strategically and implement efficiently.
- Strong organisational, prioritisation and multi-tasking skills.
- Proven ability to be an innovative self-starter.
- Excellent design
- Excellent digital media and production skills (inc working knowledge print and digital software .)
- Experience in film making / videography/ photography
- Experience in website design and management (Adobe Suite or similar)
- Strong instincts for online content that will connect well with all generations.
- Flexible and adaptable
- Proven ability to be an innovative self-starter and team player



### Desirables

- Clear written communicator

## Who We're Looking For

- A committed Christian with a personal faith in Jesus which inspires their creativity and is servant hearted.
- Is, or is willing to become a worshipping, serving, giving member of St Stephen's church
- Has a vision for how creative comms can be used to enable discipleship
- Ability to manage a budget responsibly.
- Excellent planning and organisational skills yet is, flexible and adaptable to working in an agile environment

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- Good interpersonal skills and ability to work with staff and volunteers.
- An optimistic realist bringing positivity and perspective and doesn't take themselves too seriously!
- A self-motivated, team player with a desire to mentor, develop and grow others, as well as yourself.
- Committed to safeguarding: and training as required.
- A commitment to health and safety and good working practices.
- Has the right to work in the UK

### Working Pattern & Terms

- £31-33K depending on experience
- 40 hours/5 days a week (flexibly to cover ministry needs) including working at least 2 Sundays /month.
- Occasional evenings and Saturdays, Christmas and Easter services, with appropriate time off in lieu
- Full participation in the staff team (including attending staff worship, staff meetings and APCM)
- Office based at St Stephen's Church Office, St Margarets.
- 25 days annual leave plus bank holidays & a day off for your birthday.
- Workplace pension, life cover and retreat days.
- Six-month probationary period.
- Responsible to the Vicar

\*N.B. There is a Genuine Occupational Requirement (GoR) for the successful applicant to be a Christian and this GoR applies under the Equality Act 2010.

### What now?



If you would like to have an informal conversation with the vicar, Libby, prior to applying please contact [carolineharris@st-stephens.org.uk](mailto:carolineharris@st-stephens.org.uk) to arrange

**How to apply:** Please complete the Application Form and submit it together with a supporting statement to Caroline Harris ([carolineharris@st-stephens.org.uk](mailto:carolineharris@st-stephens.org.uk))

**Closing Date:** 18<sup>th</sup> February.

**Interviews:** Tue 10<sup>th</sup> March

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