

Communications Manager

The Baptist Union of NSW is seeking to appoint a full-time Communications Manager.

The Communications Manager is responsible for the planning, management and development of the communications strategy and activity for NSW & ACT Baptist Churches. The role is a full-time appointment for four years. An initial review will occur after a 3 months probationary period.

Core Responsibilities

- To build the denominational profile among and beyond the Baptist Churches in NSW and ACT.
- To develop and oversee the communication channels throughout the denomination.
- To oversee the production and promotion of resources for churches, pastors and for denominational events.

Key Selection Criteria

- Tertiary qualifications in communications, public relations or a related professional field.
- Excellent communication skills – written and oral.
- Demonstrable acceptance and practice of the Christian faith and belief, actively involved in a local church.
- An appreciation of Baptist culture.
- Ability to promote denominational mission, values and vision.
- Demonstrable writing and editing experience for publications.
- Proven ability in the areas of IT, website management and social media.
- Ability to relate to a wide range of people.
- Good organizational and administrative skills with the ability to multi-task.
- Able to work to deadlines and time pressures.
- Experience in overseeing other staff.
- Experience in overseeing the development and monitoring of a budget.

Terms & Conditions

Location: Baptist Ministry Centre - Epping NSW

Conditions: Full-time position

Start date: January/February 2012

Applications

Applications close 5pm 16 December 2011

Copies of the Position Description can be obtained from the Director of Ministry Support and Development, Rev. Ken Clendinning - kclendinning@baptistnsw.asn.au

Email applications with CV addressing key selection criteria, including references and examples of recent relevant work experience to:

Director of Ministry Support & Development

Rev. Ken Clendinning - kclendinning@baptistnsw.asn.au