

Digital Media Officer (part time)

Our Parish is recruiting for a creative part time Digital Media Officer within the parish for 8 hours per week.

Candidates must have social media and digital communications experience, including website and social media content management systems knowledge. Position description below.

For further information about the role contact our wardens Jean Anderson 0409 322 011 / Laurelei McQueen 0413 521 623.

To apply please email CV and cover letter to The Rev Stephan Prabu, Priest-in-Charge, on or before 31 March 2024, stephan.prabu@anglicanchurchsq.org.au

Business Unit	Parishes and Other Mission Agencies Commission
Parish / Commission	Gold Coast North
Location	142 Billingham Crescent, Upper Coomera, Queensland
Employment Status	Part time or contract
Industrial Instrument	Clerks—Private Sector Award 2020
Classification Level	Level 3
Reports To	Priest in Charge
Direct Reports	Nil
Key Relationships	<p>Internal: Priest in Charge, Church Wardens, Clergy, Parish Council, and Parish Volunteers</p> <p>External: Parishioners, members of the community, suppliers/contractors, Anglican Church Southern Queensland employees</p>

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God's world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Comprehensive** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to and dialogue and learning

Position Purpose

The purpose of this role is to design, produce and deliver high quality digital media communications in accordance with the parish communications strategy and in consultation with the parish leadership team on the parish website and social media platforms.

The Digital Media Officer will work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church.

Key Accountabilities and Responsibilities

Duties shall include, but not be limited to:

- Prepare and distribute parish weekly newsletter, ENews.
- Develop, maintain and publish media on the parish website, Facebook and Instagram pages.
- Design and prepare promotional material for parish activities and events.
- Assist parish office staff with troubleshooting of IT issues, including the membership database.
- Liaise with parish members concerning requests for information and support.
- Discuss and prioritise tasks and upcoming events with the Priest-in-Charge on a regular basis.

General

Fulfill individual objectives and contribute to the achievements of the team and organisational objectives in a manner that is consistent with the mission, vision and values of ACSQ.

Undertake work in a safe manner and follow any reasonable health and safety instructions.

Comply with ACSQ policies and procedures.

Key Position Requirements

Essential Knowledge, Skills, Experience and Qualifications

- Demonstrated experience in social media and digital communications/marketing and the production of digital publicity and promotional materials.
- Demonstrated experience in updating web and social media content through content management systems.
- Well-developed oral and written communication skills, good editing and proofreading skills as well as having a strong attention to detail.
- Good organisational and time-management skills.
- Capability to learn new digital platforms.

Desirable

Current Drivers Licence.

Mandatory Requirements

Satisfactory National Police Check

Authorisation

Signed _____

Position: _____

Name: _____

Date: _____

Acknowledgement

I have read and understood the requirements of the role as outlined in this Position Description.

Signed _____

Name: _____

Date: _____