



c/o The Additional Curates Society
16 Commercial Street
Birmingham B1 1RS

JOB DESCRIPTION – THE CHURCH UNION RESOURCE CREATOR

The Church Union's core value is to uphold catholic doctrine, worship, order and discipline in the church, by renewing and extending catholic faith and practice in the Church of England and elsewhere. The Church Union is now proposing to appoint a Resources Creator for New Evangelistic and Catechesis material. As a Resource Creator, your role will require you to write and create different sorts of resources and to utilise the skills of other priests and lay people who do the same. This will involve collaborating with others in order to produce both written materials, video, social media posts as well as content for our website. We have a vision to resource The Society and its people and parishes with good quality teaching materials, courses and sharable media.

To be successful in this role, you must have a passion for the sharing of the Gospel and a knowledge and experience of encouraging others to work alongside you. You should have experience in creating media in various forms and presenting teaching in an accessible way.

You must be good at content creation. For example - writing online blogs, creating video content, planning and compiling. You should endorse and promote content on social media as well as other online platforms to attract our target audience(s). You will need to have practical experience of typesetting and creating video including some technical abilities in production.

PRIMARY TASK

1. Carry out a full audit of all resources currently available from Catholic Societies.
2. Maintain our new website where material can be downloaded from and courses can be participated in. It should be able to support teaching material created by the Church Union and The Society.
3. Meet with representatives of Catholic Societies on a regular basis to both identify talent and need and encourage participation and support.
4. Research and plan out effective and engaging content ideas for printed and video resources.
5. Design written and video materials and make well-organised drafts by using digital publishing means.
6. Commission and edit content from other sources and individuals
7. Oversee a budget
8. Proofread the material to be published
9. Coordinate with the design and marketing experts to help produce high quality material.
10. Explore the possibility of establishing a quarterly email newsletter.

11. To build up a good working relationship with various media outlets and particularly the Church media to ensure that the Church Union material receives proper attention.
12. Attend where necessary meetings around the country with other Catholic Societies to promote existing material and search out new talent and content.
13. Build relationships and links with Bishop's Representatives with a view to establishing a good working relationship in Society parishes and build up a network of individuals who can help build up our resources catalogue.
14. Respond to correspondence and telephone calls in a timely manner.
15. Produce annual reports for the Church Union Council and be prepared to attend council meetings as and when required.
16. Attend all Church Union Festivals and events to encourage membership.
17. Together with the Chairman of the Church Union to seek out other streams of funding to help resource this post and further expansion.
18. To assist the Chairman of the Church Union in any other task that they see as necessary and essential for the smooth running of the Church Union.



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PERSON SPECIFICATION FOR THE CHURCH UNION RESOURCE CREATOR

Criteria	Essential	Desirable
Technical/Operational	<ul style="list-style-type: none"> (a) Excellent communication skills both verbal and literary. (b) Computer Skills, knowledge of Websites and maintenance of them, (c) A knowledge of marketing processes. (d) Good technical skills for Video creation (e) Experience in high level personal engagement. (f) Experience in managing PR, design and advertising agencies. Good time management and the ability to work (g) Portfolio of work. (h) Proper knowledge and working experience with Content Management Systems. (i) Theologically articulate particularly in Anglo-Catholicism. 	<ul style="list-style-type: none"> (a) Able to formulate power point presentations. (b) Have knowledge of on line marketing techniques. (c) Connections with existing Communications officers and media specialists. (d) Spatial and design skills (e) A knowledge of Clergy and Laity of the Catholic constituency. (f) Proven track record of working with various media organisation.
Financial	<ul style="list-style-type: none"> (a) Knowledge of financial administration (b) Numeracy skills (c) Knowledge of Excel Spreadsheets. 	(a) Fund raising experience.

	(d) Manage a budget and buy in sessional work where necessary.	
Personal	<ul style="list-style-type: none"> (a) A knowledge and sympathy with Anglo-Catholicism with a clear commitment to The Society's understanding of the Church of England. (b) Capacity to work under pressure, demonstrate resilience and initiative to cope with set backs and rapidly changing circumstances. (c) Capacity to Manage time and information effectively. (d) Capacity and willingness to travel to different areas of the country. (e) Outstanding writing and editing skills 	<ul style="list-style-type: none"> (a) Own transport (b) A communicant member of the Church of England (c) A member of the Church Union and/or Forward in Faith.



The Church Union

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Dear

THE CHURCH UNION RESOURCE CREATOR

Thank you very much for expressing an interest in this new and exciting role. This is a part-time salaried post 20 hours per week. The nature of the position will require flexibility as there will be travelling and the possibility of weekend work. There is an office based in the centre of Birmingham within walking distance of New Street Station part of the new Additional Curates Society complex, providing telephone and internet services and also the opportunity to use the meeting room based in Commercial Street although we do envisage that work may be conducted from home. The Line Manager is The Chairman of The Church Union. The basic salary will be £30-45,000 pro rata per annum depending on experience. A pension scheme operates through Auto-Enrolment. There is also an allowance for reasonable working expenses and travel. It is a fixed term of office for 3 years with the provision of extending the contract for up to 5 years with a probation period of 6 months and a salary review after 12 months and then annually. There is a sense in which the office holder will seek to be a pioneer, both in terms of consolidating and assessing the current resources available across various Catholic organisations affiliated to the Society of St Wilfrid and St Hilda, and also capacity building and extending the quantity, quality, availability and scope of our resources.

The person appointed will need to be able to demonstrate a commitment to the Society's understanding of faith in the Church of England and to the five guiding principles adopted by the Church of England. The job description and person specification are included, together with an application form. For any further information please do not hesitate to make contact with me.

Yours sincerely,

Father Darren Smith
Chairman of the Church Union.