



Marketing and Communications Officer

Ground Level Network is seeking to appoint a part-time (20%) Marketing and Communications Officer. Reporting to the Operations Manager this role will be responsible for improving and delivering the internal and external communications of the organisation.

The role will be varied in its scope and should therefore be both challenging and fulfilling for the successful candidate.

The Charity HQ is located in Lincoln. The salary for this post will be £20,000 p.a.(pro rata 20%) and is a fixed term one year contract.

If this post excites you, please download the full application pack found at www.groundlevel.org.uk

Closing date for applications: 18th January 2019

Applicants should complete an application form and send it along with a covering letter and CV to opsmanager@groundlevel.org.uk



Welcome:

I am really pleased that you are reading this as I believe that through relationship and partnership we can see the Kingdom of God advance throughout our world.

The Ground Level Network exists to support and care for local churches and ministries. We are seeking to have a growing influence for good in the nation, affecting society in any positive way that we can. We believe that the church is to be a prophetic voice that models Word and Spirit along with relationship and Kingdom. Ground Level Network's theme for 2019 is multiply and we want to see God's Kingdom advance through a multiplication in depth of relationships and influence as well as additional people. This is an exciting time for the network and this new role highlights a move forward in all that we see God doing in us and through us.

I trust you will find this information useful and if you'd like to know more about Ground Level please do not hesitate to contact us.

Stuart Bell – Ground Level Network Leader

Connect:

Ground Level has several opportunities for leaders and leadership teams to get together for friendship, fellowship, ministry and learning. These include:

Monthly Leaders Days: Each month we host a day together when leaders of local churches gather for worship, updates, prayer, ministry and food. We usually invite a significant ministry to share in these days with us.

Quarterly Leaders National Forum Four times a year we have our Leaders National Forum. On these days we gather the senior leader(s) from each of our churches and spend a day connecting, learning and growing together.

Regional Connection Meetings: As a network we have periodic meetings for leaders, leadership teams, youth leaders etc. that are centered around geographical areas. These are well received and we continue to look at developing more Connections in the future. In order that networking together becomes even more accessible for everyone.



Training:

Ground Level delivers and hosts, what we believe to be, excellent training opportunities. Through the network and our connections we regularly run and host events that are accessible to the whole church, as well as specific training for leaders. Please see our training brochure for the current opportunities that exist.

Annual Leadership Conference:

Our leadership conference has consistently grown over the years and is set to be even bigger in the future. Held at Swanwick in Derbyshire each year the conference attracts both national and international ministries and is filled with worship, teaching, seminars, fellowship and loads of fun. This conference is open to both established and emerging leaders alike.

Annual ONE Event:

Held on the Lincolnshire showground over the August Bank Holiday weekend ONE (Formerly Grapevine) attracts thousands of people every year. It's a great event for the whole church and the whole family. ONE Event always attracts excellent guest speakers, worship leaders, bands and has a varied programme that caters for everyone, including dedicated children's and youth programmes. Check out the website: www.one-event.org.uk

Missions:

Our missions involvement continues to grow and be significant. Through partnership with individuals and organizations Ground Level is making a difference to the lives of many and seeing the Kingdom go forward in many areas and nations of the world. From the ONE Event offering we have been able to sow finance into literally hundreds of mission projects around the globe as well as supporting significant work on an ongoing basis.

Churches:

The Ground Level Network consists of around 85 churches in the UK. One of our core values is partnership and this enables relationship to be the major factor in networking together. We also are thrilled to work in partnership with the One Focus Network of Churches and Destiny World Outreach in the USA and The Christian Network of Churches in South Africa. The Ground Level Network is led by Stuart Bell. Stuart is married to Irene and they have three children grown up children and several grandchildren.

What we believe in:

The authority of scripture
The presence, power and gifts of the Holy Spirit
The local church
Leadership
Vision for the kingdom
Relationships and partnership
Unity and reconciliation
Integrity and Godly character
Generosity
Revival

Contact us:

T: 01522 542166 W: www.groundlevel.org.uk E: admin@groundlevel.org.uk



JOB DESCRIPTION MARKETING AND COMMUNICATIONS OFFICE (Part-Time 20%)

Job Title: Marketing and Communications Officer

Department: Ground Level Office

Main Purpose of Job: To be responsible for efficient and effective communications for Ground Level both within the network and externally.

Duties Include:

- Communications support for the Operations Team
- Creating a promotional plan for each event; One event, GLX, Leadership Engine, and other Ground Level events.
- Develop and implement a social media calendar.
- Create and distribute monthly email newsletters.
- Assist the Strategy Team to develop a communications tool box for use across the organisation.
- Liaise with partner organisations to implement wider promotion opportunities.

As part of the Ground Level Operations Team you will be expected to support and maintain the values of the organisation. There may be a requirement to support the wider team which may include some day to day tasks in respect of event management and administration. The role will be varied in its scope and should therefore be both challenging and fulfilling for the successful candidate.

Due to the nature of the role and the organisation, hours of operation will vary throughout the year in line with demand. Presence in the office will not be required for all hours worked.

Salary & Benefits

The salary will be £20,000 p.a (pro rata)

You will be entitled to 25 days leave plus public Holidays (pro rata)



PERSON SPECIFICATION MARKETING AND COMMUNICATIONS OFFICE (PartTime)

Skills and Knowledge Required

- Excellent communication skills, verbal and written
- Strong organisational skills
- Excellent IT skills
- Good analytical skills. The ability to interpret and report data
- In-depth knowledge of all major social media platforms,
- Ability to prioritise, work under pressure and meet deadlines
- Proven track record of development and implementation of effective marketing strategies
- Evidence of copywriting experience

Desirable (Nonessential) Skills

- Detailed knowledge of Facebook Business Manager
- Full UK driving license and access to a vehicle
- A keen eye for design
- Experience of having press releases published

Educational Attainment

- 5 AC GCSE's or equivalent including English & maths
- Marketing Qualification is desirable but not essential

Relevant Experience

- Experience in working in a team
- Experience of working in a dynamic marketing environment
- Experience of introducing communication systems and processes
- Good knowledge of the Ground Level Network
- Good knowledge of the ONE Event



Disposition

- Ability to use their own initiative and also to contribute in a team
- Ability to innovate and come up with new ideas.
- Flexibility
- Ability to maintain confidentiality
- Ability to manage relationships with tact and diplomacy
- Willingness to undertake staff training and development as required
- A person who resonates with the vision and values of the Ground Level Network