



Job Description

Job Title	Media & Communications Assistant
Type of contract	Permanent
Line-manager	Director of Communications
Responsible for	-
Location	Remote working, with occasional meetings in other parts of the UK (approx. 3-4 times a year), and occasional travel in the UK for filming.
Hours	2 – 2.5 days per week (equivalent to 16-20 working hours per week)
Salary	Grade 4: £28,677-£33,156 per annum FTE At 2 days per week this equates to £11,471-£13,262. At 2.5 days per week this equates to £14,339-£16,578. The salary awarded will be dependent upon the postholder's relevant experience.
Pension	10% employer contribution
Annual leave	30 days plus bank holidays (pro rata)

1. Biblical Counselling UK

Biblical Counselling UK (BCUK) is a Charitable Incorporated Organisation. Our vision is for all people, whatever their struggle, to find wise, biblical conversational ministry in their local church.

We have three ambitions:

- **Pastors and people would share a rich pastoral vision**
Through a wide variety of training options and resources, we seek to support church leaders and members as they develop communities that embrace one-anothering and are increasingly skilled in conversational ministry.
- **Experienced carers would deepen their wisdom and skill**
Recognising the need to increase the availability of experienced carers, we seek to support both higher level training courses and the provision of supervision and consultation groups for vocational counsellors.
- **Individual strugglers would find wise pastoral care**
We aim to develop biblically faithful resources which address a wide range of life struggles and to increase awareness of vocational counsellors who work within a biblical counselling framework.

2. The Team

The Leadership Team, under the direction of Steve Midgley (Executive Director), set the strategic direction of the organisation and work hard to prayerfully discern how God might be leading and shaping the ministry of BCUK. This team comprises the Executive Director, Director of Counselling Ministry, Director of Training and Resources, Director of Finance and Operations, and Director of Communications.

Additionally, there are eight staff who undertake a variety of administrative roles and day-to-day management of our Training, Resources and Intern Scheme.

This role is line-managed by the Director of Communications.

3. Communications

The communications team is responsible for ensuring the ministry of BCUK is communicated with clarity, integrity, and creativity to our various audiences. We see people as our greatest communication tool and so want to enable as many individuals as possible to hear of the training and resources we provide, and to equip them to share those with others.

The team is responsible for overseeing the production and maintenance of BCUK's range of communication tools (brand, website, video, photo, audio, social media, print), managing our message calendar (in partnership with all departments), and working with external professionals to help deliver various larger assets to complement our training and events.

4. Role overview

We are seeking a committed Christian believer who personally understands the contemporary relevance of God's word in the life of his people; who is eager to help equip churches to care wisely and well.

The postholder will bring their love for the Lord and his church to bear upon their work and interactions with others, reflecting the vision and ethos of BCUK. They will bring excellent communication skills (verbal and written) to the various responsibilities of the role, a willingness to learn

5. Role and responsibilities

The postholder will undertake the following activities, under the direction of the Director of Communications:

- Regular website updates and edits
- Social media writing, designing, planning, scheduling
- Short video editing, presenting, production
- Newsletter designing, writing, scheduling
- Slide design, edits, production for events and courses
- Planning communications strategy with Director of Communications

Some flexibility is needed to include extra work around the time of the national conference, and some occasional travel for other events and filming.

Other duties include

- Regular supervision meetings with the Director of Communications (frequency to be agreed).
- Attendance at staff-team days (usually 2 consecutive days in either Cambridge or Winchester, three times a year).
- Attendance at the annual conference in Keswick (scheduled for 25-29 April in 2027).
- Any other responsibilities as may be directed by the Director of Communications, as suitable to this role.

We ask all staff to be committed to praying regularly for the work of BCUK, those it is seeking to support and for other members of the staff team.

As an explicitly Christian charity focussed on the biblical pastoral care of individuals (and particularly those who are struggling mentally and spiritually), there will be conversations where a personal understanding of the Christian faith is needed in order to respond with the biblical wisdom, discernment and sensitivity required.

A fundamental part of being on staff with BCUK is to reflect on passages of Scripture together, considering how they apply to our work and who we are seeking to be as an organisation. The post holder will attend regular staff prayer meetings (at least once a week) and also staff-wide meetings (monthly) where we will seek to pray for the ministry of BCUK and seek the Lord's wisdom as we make plans and decisions.

6. Key skills and attributes

In addition to being a Christian believer, the key skills and attributes for this role are:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Successfully completed 2 A-Levels or equivalent standard qualification 	<ul style="list-style-type: none"> Completion of BCUK's Dynamics of Biblical Change course Level 4-6 qualification in design, media, communications, UX or related fields.
Experience	<ul style="list-style-type: none"> Experience writing for websites, newsletters, blogs, or social media. Experience with website maintenance. Experience with Mailchimp / or equivalent email marketing platforms Experience running social media on behalf of an organisation. 	<ul style="list-style-type: none"> Previous experience in a communications, marketing, media, fundraising, or administrative role (including internships or volunteering). Experience working for a Christian charity or church Managing a Vimeo or YouTube account on behalf of an organization. Experience using Customer Relationship Management software.
Knowledge and Skills	<ul style="list-style-type: none"> Excellent written English (grammar and spelling) Ability to write clear, engaging content for different audiences. Ability to manage several small projects and progress tasks towards collective goals. Has the spiritual maturity and biblical understanding to accurately represent the ethos and work of the charity in communications. 	<ul style="list-style-type: none"> Videography Graphic design software Video editing Presenting to camera WordPress E-commerce
Attributes	<ul style="list-style-type: none"> Excellent people and communication skills (verbal and written) 	

	<ul style="list-style-type: none"> • A self-starter, able to anticipate and plan well for more busy and less busy periods. • A collaborative, proactive "can-do" attitude with the ability to build effective working relationships. • Willingness to take direction and contribute proactively. • Reliability and professionalism. • Strong attention to detail. 	
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The post-holder must also be in agreement with the core doctrinal beliefs of BCUK expressed in our Statement of Faith: <https://bcuk.org/about/our-story/#beliefs>

An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

The post-holder is required to be aware of the content of all BCUK policies and comply with them at all times, especially Safeguarding, Health & Safety, Equality & Diversity, Data Protection & GDPR, IT policy and Social Media policy as well as our General Code of Conduct.

7. Hours of work

It is important for the hours to be worked primarily within the normal working week (Monday to Friday, 8.00am to 6.00pm) – except when commitments may necessitate evening or weekend working. The hours exclude any lunch break.

On occasions, there will be a need to work specific hours to enable attendance at meetings or events.

Where additional hours are worked (having been agreed in advance) time-off-in-lieu will be given. For attendance at the conference, part-time employees can choose to either be paid for the additional hours worked or to receive time-off-in-lieu.

8. Application process

Interested candidates should send the following:

- A completed application form including details of three referees (one of whom should be your current church minister and the other two from your current and previous employers).
- A covering letter (no more than 1-side of A4) explaining why the role is of interest to you and what you would hope to bring to the role.
- Please also provide links to up to 5 pieces of communication work that you have produced. These could include examples of print, website, social media, or video work, ideally a mixture of 2-3 different media. The links can be web pages or links to files.

Note that internal applicants (those who already hold a casual worker agreement with BCUK) may apply using a shortened application form.

Application forms are available on request from the Finance & Operations Administrator, Wendy Whiffin (wendywhiffin@bcuk.org). Informal enquiries also welcomed – please contact the Director of Communications, Andrew McKenna (andrewmckenna@bcuk.org).

Closing date for applications: **Friday 3 July at 12 noon**. Please email your completed application to wendywhiffin@bcuk.org. We reserve the right to close this vacancy early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.