



## Media and Communications Administrator/Coordinator (Part-time, 0.6fte)

The Media and Communications Administrator/Coordinator will report directly to the Communications and Fundraising manager and will play a key role in supporting the operational efficiency of the media and communications team through effective and reliable day-to-day administration.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. Our vision is to see theologically confident and committed followers of Jesus in every church. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

We welcome and encourage applications from a diverse range of candidates.

### EXPECTATIONS

All operations staff are expected to engage in four primary areas which should be exhibited in their delivery of key tasks and responsibilities and in their own personal qualities and character. Engagement in each of these areas may take a number of different forms dependent on the individual, their experience, areas of expertise, and personal and professional development.

<b>Commitment to Operational Excellence</b>	We are ambitious in our pursuit of operational excellence, offering high quality administrative functions and support which enables and enhances the delivery of all aspects of college life. We aspire to be efficient, productive, precise, and dedicated, striving to provide the best possible operational functions across all aspects of college life. This includes being proactive in our approach to tasks and delivery, innovating where appropriate, with a personal drive and self-motivation to improve, invest in and develop skills and knowledge, setting stretching goals for responsibilities within our role and teams (where applicable).
<b>Commitment to the Team</b>	We are committed to supporting the team with a sense of personal responsibility for its overall success. We strive to have strong relational foundations, enabling the flourishing of others and are proactive in our approach to collaboration and communication. We adopt a servanthood approach, are generous with our time and skills and consider the impact on others in all that we are and do.
<b>Commitment to Formation</b>	We believe all Christians should be investing in the formation of Christ-like character, formed by the Holy Spirit. We are committed to growing in Christ-likeness, where we have an openness to developing our understanding of who we are and who we are becoming. We want to be receptive to feedback and model a willingness to admit and learn from our mistakes. We strive to be attentive to our own spiritual growth and our personal development in areas of self-awareness, self-management, our understanding of others, and our ability to resolve conflict constructively and build healthy relationships.
<b>Commitment to the Vision</b>	We are committed to seeing theologically confident and committed followers of Jesus in every church and are ambassadors for the vision, values, and work of the college. We are prayerful and have a passion for the College's mission and seek to celebrate and accelerate it to the best of our ability through our contribution in our roles and in the team. We seek to participate fully in the wider life of the college through times of prayer and worship and in our engagement with students in order to deepen our connection with the vision.

## KEY TASKS

- Monitoring and answering emails in St Mellitus College Media mailbox, including ensuring effective inbox organisation and efficient response rates
- Day to day maintenance of website, including keeping content & programme information up to date
- Basic website administration such as, but not limited to, staff profile updates, student stories and basic webform updates
- Coordinating and undertaking annual website audit
- Filing and cataloguing media assets, ensuring files and storage systems are well organised, clearly navigable and accessible, including assets for teaching or worship presentations, student and alumni stories, organising digital media content and media library (e.g. photos and videos from freelancers), curating a 'stock images' library for staff to access and a robust library for the communications team to use for marketing material
- Helping ensure consistency with branding across assets and output across the college
- Administration related to marketing and publicity activities, such as booking ad spaces, organisation and logistics for stands at events or conferences
- Collating information about staff publications and event speaking to ensure up to date information for social media and website content, and equipping staff members with relevant marketing materials
- Administration of relevant subscriptions and platforms required by the media and communications team, including maintaining log-in information and ensuring the timely payment and processing of invoices as required, for example Last Pass, Mailerlite, Social Media accounts (LinkedIn, Facebook, Instagram, X), Vimeo etc
- Assisting with college newsletters, including email campaign analytics as required and support for wider team
- Transcription as needed, for example student and alumni stories
- Ad hoc capturing content during College teaching days or events when needed
- Supporting Communications and Fundraising Manager in project work, including administrative tasks, proof reading, travel and accommodation booking as required, liaison and scheduling, booking freelancers for film projects, photo shoots and, design work
- Liaise with Production Engineer to update website with Beginning Theology Online recordings weekly during term
- Support Production Engineer in maintaining accurate equipment and physical asset logs and working in liaison for regular audits
- Administrative support for Media and Communications meetings as required, including when needed minute taking and diary scheduling
- Monitoring of shared college email inboxes during busy periods or staff absences, filing or data entry tasks as required

## Other Responsibilities

- Undertaking such other duties appropriate to the post as may be assigned by the Communications and Fundraising Manager as required
- Playing a full part in the College's wider operations team including:
  - Helping with hospitality of students on teaching days and teaching weeks by serving during coffee or meal times
  - Work at ordinand residentials or other college events as required for which time off in lieu / flexi-time will be arranged where relevant
  - Providing general office support as a shared responsibility of operation team members
  - Work in connection with the wider operations team on supporting SMC-related activities, general administrative duties, special projects, and other tasks, as required
- Attending all meetings of the local and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, and HTB Group Staff Meetings
- General administrative duties and other tasks, as required by Leadership.
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

This list is not exhaustive, and additional duties may be needed as deemed appropriate by management.

## KEY COMPETENCIES

Essential:

- An enthusiasm for organising and administration with demonstrable recent administrative experience
- Excellent ability to pay close attention to detail whilst working to tight deadlines, prioritise and coordinate work loads
- Flexible, reliable self-starter who is both self-motivated and a team player able to collaborate and work well with others.
- Personable, adaptable and calm under pressure, demonstrating grace and a servanthood approach with integrity and professionalism
- Balances attention to detail with an awareness of broader goals, keeping both the immediate task and the wider purpose in view
- Aptitude for quickly learning new systems, processes and digital tools and good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint, and Excel.
- Excellent interpersonal skills and good written communication skills
- Support of St Mellitus College's mission to 'provide innovative theological education and training for those called to serve Christ in the church and the world.'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry.
- Support of St Mellitus College's commitment to 'provide training that represents a generous Christian orthodoxy and that trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training'.

The role may be appointed at either Administrator or Coordinator Level, dependent on experience.

## WORKING ENVIRONMENT

The College is dedicated to providing theology in the context of worship, unity and mission, all of which helps Christians explore their faith more deeply. We are outward-looking, prayerful and striving for excellence in everything we do. We seek to be professional at all times, taking God seriously but not ourselves.

St Mellitus College is a place of hope and commitment to the gospel borne out of a new vision for theological training and formation, and out of a spirit of partnership. The College is enriched by the quality and diversity of the students and staff in our community, coming from widely different church cultures and traditions but who nevertheless are all sharing and learning together. We are passionate about the formation of Christian character and unity in the church. The college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

## JOB REQUIREMENTS and BENEFITS:

- This is a part time position, 0.6 FTE (full time equivalent 35 hours per week, with working days Monday, Tuesday and Thursday)
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the HTB Group.
- 25 days holiday per annum (pro rata): please note term times, holidays will usually be granted around these and/or half-terms. The holiday year runs January-December.

- The post will be based at our London Centre. While the contractual workplace will be at the St Mellitus College teaching center, staff are given the opportunity to deliver their roles through a combination of onsite and remote working on an informal arrangement with a minimum of two days per week in the office. Some limited UK-based travel may be required.

