



YORKSHIRE SYNOD

SYNOD COMMUNICATIONS AND DIGITAL LEAD

Job Title	Synod Communications and Digital Lead
Reporting to/Accountability	Synod Clerk acting on behalf of Synod Council, with the role overseen by the IT Task Force.
Location and Travel	<p>The post holder will be predominantly home based but will be expected to be in the Synod Office at key times and have the ability to travel in the Yorkshire Synod area when appropriate.</p> <p>Expenses for travel following HMRC guidelines at 45p/mile up to 10,000 miles and 25p thereafter. Public transport is encouraged where available, and will be reimbursed fully.</p>
Working hours	14 hours per week (0.4FTE) including some evenings and weekends.
Terms of appointment	<p>Fixed Term 2 years with the possibility of renewal thereafter.</p> <p>The post is subject to a 6-month probationary period.</p> <p>Salary: £25,000 to £28,000 FTE</p> <p>Pension: The URC will provide a pension scheme which complies with the Pensions Act 2008 and Pensions Act 2011 and any subsequent amending legislation or regulation.</p>
Purpose and Background	<p>This is a brand new post within the Yorkshire Synod.</p> <p>An IT Task Group was set up during the COVID-19 pandemic for strategic thinking around synod communications and social media. However, within the current synod structure and staff team, there is a significant lack of digital and multimedia skills, and each department manages their own publicity and communications.</p> <p>Therefore this role will be key to bringing the work of the synod together in a way that is accessible and interesting to those inside and outside of local URC churches.</p>

Key Roles and Responsibilities	<ul style="list-style-type: none"> ● Creating and implementing a communications strategy for the synod ● Develop a consistent communications stream to ensure the right information gets to the right people. ● Social Media management ● Website management, including: <ul style="list-style-type: none"> ○ Day-to-day management ○ Procuring content and information to keep it fresh. ● Producing publicity for events. ● Reporting on events (in words + pictures/videos), ideally by attending, or gaining reports from others. ● Develop a standard style (largely based on the URC one) and format all synod documentation. ● Video editing (completed or facilitated).
Key relationships	<ul style="list-style-type: none"> ● Work with the existing Synod team (office staff, officers, conveners and wider team) to develop fresh content and increase external engagement.

Other

- This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Synod.