

Shieldfield Art Works

Job Advertisement

SAW Communications Officer (for communication, marketing and promotion), 20 hours per week.

Shieldfield Art Works (SAW) is an artist-led Christian organisation committed to creativity, theological critique, and community engagement. We are a project of the Methodist Church, based in the Newcastle Central and East Circuit and funded by Grant Funding.

Through hospitality, art and enquiry and community engagement, we seek to bear witness to the love and grace of God, challenge the status quo and seek the good of our city, especially with the people of Shieldfield. Our values are embodied in our programme of exhibitions, discussions, art making, study days and theological reflection. All our work is underpinned with a rhythm of prayer and rest.

We are seeking a Communications Officer. As part of the core team this post will help SAW communicate its past, present and future activity to stakeholders, funders, visitors and online audience. The post holder will develop an annual promotional plan and forge networks with new places and people to grow our promotional reach. This role would also entail being a team player at events. The role needs someone with excellent planning, design skills, articulation and an ability to build an understanding of all areas of SAW.

JOB TITLE: Communications Officer

EMPLOYED BY: The Newcastle Central and East Circuit, Methodist Church.

LOCATION: Shieldfield Art Works, 1 Clarence St, Newcastle upon Tyne, NE2 1YH

RESPONSIBLE TO: Rev. Alison Wilkinson

Please apply by letter and C.V. by Wednesday 22 November 2023, 10am to alison.wilkinson@methodist.org.uk.

Interviews to be held on Thursday 30 November 2023 at Shieldfield Art Works.

You will hear back on Thursday 23 November if we invite you to interview.

Job Description

Hours per week: 20 hours

Preferable working Days: Tuesday, Wednesday, Thursday (some flexibility required to include some evening and weekend work)

There will be two induction days preferably on Wednesday 13th and Thursday 14th December; these dates can be negotiated. We will then agree a mutually convenient start date with the successful candidate (expected early January 2023).

Core responsibilities:

- Developing and managing an annual promotional plan. Including:
 - Writing and editing promotional material
 - Developing and running SAW's social media platforms
 - Developing promotional videos
 - Developing fundraising infographics and promotion
- Event support
- Any other tasks deemed necessary to the role

Person Specification

Essential:

- Active Christian faith
- Able to articulate your Christian faith, plus theological and artistic ideas
- Interest in art, faith and social activism and the relationships between these spheres
- Experience in developing an annual promotion plan and marketing campaigns
- Experience in using social media for project promotion
- Graphic design for promotional materials
- Excellent writing and editing skills
- Team player
- People person - excellent interpersonal and communication skills
- Flexible working hours: available for event support, including evening and weekend work
- Willingness to work in line with the priorities and mission of the Methodist Church.

Desirable:

- Experience working with school aged children and young people

Terms and Conditions

- **Terms of appointment:** Permanent (subject to continued funding)
- **Salary:** Lay employment scale between £10.90-£13.75 an hour. The Methodist Church is a living wage employer. Salary is paid monthly (2 weeks advance) by BACS transfer into a named bank account.
- **Place of Work:** Shieldfield Art Works, 1 Clarence St, Newcastle, NE2 1YH
- **Normal working pattern:**
 - 20 hours per week
 - Flexible working, subject to agreement.
 - SAW is committed to working practices that enable employees to strike a mutually beneficial balance between the needs of SAW, its users, visitors and other stakeholders, and the commitments of home and family life.
 - Evening and weekend work will be required as part of the working week
- **Annual paid leave entitlement:** 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
- **Sickness pay:** Paid in accordance with Statutory Sick Pay regulations
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed.
- Appointment will be subject to a satisfactory Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management:

Post will be supervised by Director Lydia Hiorns, and line-managed by Minister in Charge Rev. Alison Wilkinson.

Link to SAW's Safeguarding Policy: www.saw-newcastle.org/safeguarding-policy/