

ROLE PROFILE

Creative Media Designer & Developer (Print/Video/Web)

ROLE TITLE:	Creative Media Designer & Developer (Print/Video/Web)
LEVEL:	Creative Media
LINK TO ORG MAP:	Creative Media
LINE MANAGER:	Pastor

PURPOSE OF ROLE:	1. To assist in the creative development and maintenance of Trinity's creative media production, social media and web presence
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TASKS & RESPONSIBILITIES:	<p>Creative Media Development and Maintenance</p> <ul style="list-style-type: none"> ● Serve the various Trinity ministries in the production and maintenance of their creative media needs. <ul style="list-style-type: none"> ○ Undertake production and direction of video projects. ○ Undertake graphic design projects - both print and digital. ● Assist in the creation and new development of creative media initiatives and online development as required. ● Oversee the administration and development of the Trinity website, social media and overall online presence. ● Oversee and update the Trinity Brand Guidelines and support staff and volunteers in following them. ● Create and maintain all on-screen media content for Sunday Celebrations and other events, in liaison with the Head of Production. ● Liaise with other members of the Creative Media team, in ensuring the timely production and distribution of all creative and digital media. ● Lead, teach and train Creative Media interns. ● Responsible for the archiving, safekeeping and management of all creative media projects. ● Encourage creativity within the body of the church, and provide opportunities for those with creative media-centred gifts to explore how they might use those gifts to join in with the work of The Kingdom. ● To undertake any other role or activity, as required by your line manager that furthers the life and vision of Trinity Cheltenham. <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> ● Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable to others. ● To participate in and regularly attend staff meetings, Sunday celebrations, prayer meetings and other events within the life of the church such as Life Groups. ● To attend weekly staff prayers on a Thursday morning. ● To lead by godly example, in line with Trinity's vision and values. ● Contribute to the implementation of Trinity's vision for mission in '<i>making committed followers of Jesus who change communities and nations for Him</i>'.
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- Undertake any other duties, as required, that further the overall objectives of the post and ministry of Trinity.

SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:

QUALIFICATIONS/ EDUCATION REQUIRED:	<ul style="list-style-type: none"> ● GCSE grade B in English or equivalent (essential) ● A Levels, or equivalent, in any subject (desirable) ● Degree level qualification in creative media, design, art or similar (desirable)
EXPERIENCE/ KNOWLEDGE REQUIRED:	<ul style="list-style-type: none"> ● Strong experience of Adobe Photoshop, Illustrator & Indesign (essential) ● Strong experience of Adobe Premiere Pro & After Effects (essential) ● Experience of producing high quality powerpoints or keynotes (essential) ● Experience of video filming and production (essential) ● Working knowledge of HTML5 & CSS (strongly desirable) ● Working knowledge of Wordpress-centred Content Management Systems (desirable) ● Working knowledge of other Adobe Creative Cloud applications such as Adobe Audition, Adobe Lightroom and Adobe Acrobat (desirable) ● Strong understanding of web design and maintenance, including experience with Wordpress CMS, HTML5, CSS and a basic understanding of how SEO can be leveraged to benefit the Church (desirable) ● A good understanding of the nature and theological alignment of the Evangelical Charismatic church and its mission to advance the Kingdom of God in the world ● Committed, passionate and prayerful, worshipping lover of Jesus ● Clear intentional personal rhythms in reading the Bible, prayer life and a hunger to see the Holy Spirit work and overflow in the life of the Church
PARTICULAR SKILLS / COMPETENCIES REQUIRED:	<ul style="list-style-type: none"> ● Servant hearted, approachable, fun loving, reliable and disciplined. ● Flexible, self-motivated, energetic and an ability to take initiative. ● A natural flair for excellence in design. ● Ability to prioritise and manage a number of projects at the same time as well as the ability to work under pressure to a deadline. ● Good organisational and basic administrative skills. ● Excellent communication skills, good team working skills and the ability to successfully work with ministry leaders to achieve desired media outcomes. ● A dedication to learning, and an enthusiasm for exploring new forms of creativity. ● Willingness to learn from others and generosity to give away to others

KEY RELATIONSHIPS:	Creative Media Team Ministry Leaders
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ROLE SPECIFICATIONS:

FULL TIME/PART TIME (%):	Full Time
NORMAL PLACE OF EMPLOYMENT:	Trinity Cheltenham Buildings
AUTHORITY TO SPEND (APPROVED):	£tbc
AUTHORITY TO SPEND (UNAPPROVED):	£na

CORE HOURS: 37.5

MON: 9-5.30	TUES: 9-5.30	WED: 9-5.30	THURS: 8.45-5.15	FRI: 9-5.30	SAT:	SUN:
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Some variation will be required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.

OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:	Creative Media Intern (when applicable)
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ROLE AGREED WITH LINE MANAGER:	
DATE AGREED WITH LINE MANAGER:	/ /
ROLE AUTHORISED BY PCC:	
DATE AUTHORISED BY PCC:	/ /