

The Parish of Chorley Saint Laurence



Role summary: Volunteer - Publicity Officer

St. Laurence's Parochial Church Council (PCC) is seeking to appoint someone to this role

- to support lead people on specific projects and events by ensuring that appropriate publicity is prepared as required and using a corporate branding wherever possible
- to take a strategic overview of when different publications are required and to ensure they are available in all required formats
- to be aware of the deadlines of many local and national (where appropriate) publicity outlets
- to network with our partner organisations so as to promote mutual support (our church schools, other churches, community projects and local businesses), ensuring that printed posters are available if required
- to ensure that appropriately designed posters and fliers are sourced from the wide range of artistic talent available and identify new skills, so as to share the workload among a wide number of people
- to raise the visual online profile of St. Laurence's in the wider community (working in conjunction with the Friends Social Media Team if appropriate)
- to reach categories of people currently under-represented in our church congregation
- to liaise closely with the Friends of St. Laurence's Social Media Team
- to evaluate and review the publicity aspect of all events afterwards
- to liaise with those currently responsible for routine publications (Parish Magazine, Weekly notices etc)
- to assist with any minor website modifications

The person required will ideally

- have a passion for promoting a positive and contemporary image of the church
- enjoy the challenges of strategic planning
- be proficient in the use of the Microsoft family, especially publisher and excel
- be willing to post to various social media sites as an event demands (Facebook, Instagram and Twitter)

Working hours and environment

In order to make an impact on this significant area of development, the person appointed may wish to see this as a post of 8 hours a week (possibly worked as 4 hours twice a week). There would be computer facilities available and a desk available in the Standish Room to allow the person to maintain healthy boundaries between this work and home/family life.

Working Expenses

Any working expenses would be reimbursed upon production of receipts

Application process

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to office@stlaurencechorley.co.uk

Timeline

Closing date for applications: Wednesday 31st July

Interviews: t.b.c. Any successful appointment is subject to satisfactory references