



St Michael le Belfrey Church
Job Description

Job Title	Content & Graphic Designer
Department	Creative Media
Accountable to:	Head of Worship & Creativity
Hours of Work	7.5 hours per week. Flexible hours are available.
Location	The De Grey Rooms, York or remote
Salary	£25,500 per annum pro rata
Contract length	One year
Leave	25 days per annum pro rata, plus bank holidays pro rata

Job Purpose

- To play a part in serving God's transformation of the North at The Belfrey
- To provide high quality graphic design, photo, video and digital content for use by The Belfrey
- To work within our creative media team to ensure high quality digital communication for church members and the public

Responsibilities

1. Content Production
 - Creation and production of video content for use externally and internally
 - Creation and production of photo content
 - Creation of a digital media, such as graphics, social media adverts, advertising campaigns
2. Communications
 - Templates for HTML Email content
 - Website development alongside colleagues on the creative team
 - Development and implementation of social media strategy alongside creative team colleagues

Essential Skills

- Project Management for own time management and prioritizing
- Professional-level knowledge and experience of Adobe Creative Cloud
- Knowledge of social media platforms and apps for social media campaigns
- Knowledge of Trello and Slack for internal communication
- Knowledge of website platforms (Squarespace)

Personal Qualities

- Creative approach
- Personal motivation and proactive drive
- Ability to function well as part of a team
- Attention to detail
- Ability to work to tight deadlines
- Flexibility
- Dedication and patience with project work
- Understanding of and sympathy with the vision and values of The Belfrey

Terms & Conditions

- The above job description is not exhaustive and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Line Manager.
- The post-holder will be part of the church's Staff Team (staff meeting on Monday morning) and therefore will be a person of prayer and committed to The Belfrey's vision and values. There is a genuine occupational requirement that the post-holder be a practising Christian.
- The post-holder will require to be safely recruited and to comply with our safeguarding policy and practices.

This Job Description was agreed by St Michael le Belfrey PCC on 18th March 2024.