

ERSKINE PARISH CHURCH

Registered Charity No SCO17177

Job Description – P/T Communications Assistant (8 hpw) Fixed Term Contract 2nd February 2026 to 29th January 2027 (Temporary Post to cover Maternity Leave)

December 2025

1. Post Objectives

- 1.1 To provide clerical and administrative services to the Kirk Session, supporting the Minister and Office Bearers to achieve the church's legal and operational objectives.
- 1.2 To support the Minister and Comms Team to develop and maintain communication and promotion strategies through social media.

2. Accountability

- 2.1 The Communications Assistant is accountable to the Trustees of Erskine Parish Church (Kirk Session) through the Session Clerk.
- 2.2 The Communications Assistant is directly responsible to the Minister for day-to-day line management. Duties may be supervised or allocated by Office Bearers from time to time as required.

3. Key Duties and Responsibilities

3.1 Administration

- 3.1.1 Updating and producing the weekly Order of Service for Sunday Worship to include
 - Intimations
 - Details of Hymns, Readings and Sacraments
 - Information on church group activities / meeting times
- 3.1.2 Production and updating of service and information slides for Sunday services, in conjunction with Minister, Session Clerk or other church representatives
- 3.1.3 Printing and photocopying documents as required by church individuals and groups
- 3.1.4 Attendance at meetings to record minutes as required by church groups
- 3.1.5 Creation, production and printing of quarterly Newsletter, gathering articles from Minister, Session Clerk and other contributors.

3.2 Communication and Promotion

- 3.2.1 Clip livestream of Sunday sermon for You-tube
- 3.2.2 Create stream for livestream of upcoming Sunday's service, including thumbnail
- 3.2.3 Schedule Facebook and Instagram posts for 'Uplifting Wednesday' and Thursday reels, with quotes and content provided by the Minister.
- 3.2.4 Ensure social media posts are updated with church news and information
- 3.2.5 Update church website as directed by Minister
- 3.2.6 Work with Comms Team to review and implement promotional strategies
- 3.2.7 Support Hub Team as required with production of notices, posters etc

4. General Responsibilities

The Communications Assistant will work with the Minister and all members of the Kirk Session to ensure compliance with Erskine Parish Church's policies and procedures.

Duties include but are not restricted to:

- Recording minutes of meetings as required by Trustees.
- Compliance with all GDPR UK workplace regulations
- Participation in and implementation of Health and Safety workplace procedures
- General administration support as required by EPC representatives

5. Person Specification

	Essential	Desirable
Knowledge and Experience		
- Admin and/or Communication background	✓	
- Experience of multifunctional printing and copying	✓	
- MS Office competence	✓	
- Sound knowledge of social media platforms	✓	
- Experience of Meta Business Suite and You Tube Studio		✓
- Operating knowledge of Canva programme		✓
Skills and Abilities		
- Strong self management and organisational skills	✓	
- Range of sound communication skills	✓	
- Flexible and adaptable approach	✓	