

# Communications Manager (maternity cover)

Do you have excellent attention to detail? A passion for communicating well? Would you like to join a supportive Christian community in central Oxford?



## Who we are

We are passionate about students reaching students with the good news of Jesus.

For over 100 years, UCCF has equipped and empowered students to discover Jesus and live for Him on campus.

Christian Unions (CUs) are groups of students from a range of local churches who join together to help everyone at uni engage with the life-changing message of Jesus. They are led by students, resourced by UCCF Staff Workers and supported by the local church.

Each year, tens of thousands of students hear the message of Christ through CU ministry. Together, we are reaching students for Jesus.

## Our values

### Confident in the truth:

understanding, celebrating and defending the truth of the gospel.

### Urgent in evangelism:

creative, engaging and persuasive proclamation of Christ crucified.

### Passionate about unity:

gathering and uniting all Christians around the essential truths of the gospel.

### Committed to the local

**church:** believing it is the primary and lifelong place of Christian ministry and discipleship.

### Motivated by grace:

rejoicing in our salvation, serving one another and loving the lost.

### Generous in world mission:

endeavouring to give and send so as to reach the students of the world.



## Our Office Team

Based in the centre of Oxford, the UCCF office plays a vital role in facilitating the ministry of the Christian Unions. We're a small office made up of close-knit teams working together towards our vision. Office staff meet weekly for a business meeting, Bible devotion and prayer, and teams gather in addition to this. We hold regular team and office wide training days to develop in our roles and enjoy time together. All staff participate in our national student conference, Forum, and annual Training Conference.

## The Role

This role is a maternity cover position for one year, starting mid September - mid October.

The Communications Manager is a specialist role within our Development and Communications team, who seek to grow UCCF as a fellowship of students, staff and supporters by generating financial and prayer support through strategic communication and resources. This strategic role is responsible for sharing UCCF's ministry and growing partnerships, through writing, editing and publishing content across various channels and acting as Editor of Impact, our supporter magazine and Annual Review, our annual report. This role also manages a small team to lead on developing UCCF's communications across all media, taking responsibility for producing resources and cultivating relationships.

**Salary:** £30,981-£36,809pa, depending on experience

**Location:** UCCF's Office at Blue Boar House, Oxford (OX1),

**Hours:** Full time (37.5 hours/week), part time considered

**How to apply:** See details at [www.uccf.org.uk/jobs/communications-manager](http://www.uccf.org.uk/jobs/communications-manager)

**Application closing date:** 11.59pm Tuesday 29 July

**Interview date:** Interviews will be held in Oxford on Monday 11 August

**Contract and start date:** maternity cover for one year, starting ideally mid-September - mid October

### Benefits:

- 30 days annual leave, plus public holidays
- 5% employer matched pension contributions
- Generous enhanced family leave and pay provision
- Free access to counselling and healthcare support including discounted gym memberships
- Modern and spacious central Oxford office with open-plan kitchen and eating area
- Facilities including secure bike storage and showers
- Cycle to work scheme
- Annual sight test
- Paid time at UCCF conferences and opportunity to take part in university CU events weeks
- IVP Books discounts
- Hybrid working with up to 40% time working at home, depending on the needs of the role, team and organisation. Initially full time in the office for induction.

Questions: If you have any questions or would like further information enquiries can be made to [peopleteam@uccf.org.uk](mailto:peopleteam@uccf.org.uk)

## Job Description

<b>Job title:</b>	Communications Manager
<b>Department:</b>	Development and Communications
<b>Responsible to:</b>	Head of Development and Communications
<b>Responsible for:</b>	Design and Media Officer, Communication and Supporter Relations Officer
<b>Liaison with:</b>	Development and Communications Team, Head of Digital, Employees across all UCCF departments, UCCF supporters.

## Key Responsibilities

### 1. Sharing our ministry

#### Strategic supporter communicationn

- Line manage Communications and Supporter Relations Officer.
- Have editorial responsibility and oversight of termly magazine and Annual Report, creatively and proactively shaping the messaging and content for each edition and commission a team of contributors.
- Write and/or edit copy to ensure clarity, accuracy, and consistency with UCCF's style guide, brand, mission and values.
- Manage development process of publications, coordinating and collaborating with writers, designers, and other contributors as necessary to meet project deadlines and achieve consistent messaging across UCCF.
- Evaluate the effectiveness of communications, seeking and reviewing data including supporter feedback and the latest developments in charity communications.

#### Showcase our vision and ministry and grow partnerships through digital communication

- Manage and develop UCCF's digital communications content plan.
- Deliver engaging and relevant content via email campaigns, including the monthly Connect, CU News and student email.
- Line manage Design and Media Officer.
- Ensure that all social media channels (including Facebook, Instagram, LinkedIn and X) represent the brand well and are up to date with best practice standards.
- Ensure that social and email analytics are carried out on a regular basis and inform next steps.
- Manage and commission content for the UCCF blog and other digital platforms.

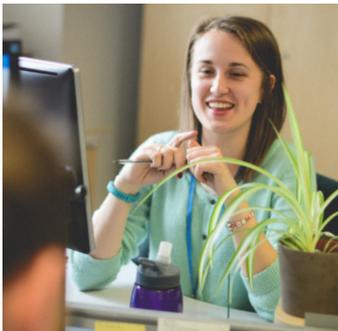
- With the Communications and Supporter Relations Officer, develop supporter care across UCCF's digital platforms and through campaigns.
- Ensure that UCCF media and communications are in line with the UCCF brand, and input into design and editorial as appropriate.
- Use and apply knowledge of digital trends relevant to our work and ensure UCCF is using digital media most effectively for its ministry purposes.

## 2. Growing partnerships

- Develop new communication strategies to attract and cultivate supporters, implementing and innovating processes to grow UCCF's supporter base.
- Deliver on the digital elements of appeals and campaigns, eg. web pages, emails, social media for giving appeals, Christmas campaigns and Forum promotion.
- Collaborating with members of the team, use the CRM database to segment and tailor communications and conduct relevant analysis.

## 3. Shaping resources

- Lead on the development and administration of UCCF's New Student Welcome campaign each summer.
- Contribute to the development of resources to support CU mission working with stakeholders across the organisation to understand needs and requirements.
- Ensure that all design work is done in line with UCCF brand guidelines and all copy is written in line with charity tone of voice and style guide.
- Contribute to the creative life of the team by sharing ideas for innovation.



## **4. Other responsibilities**

- Work closely with the Head of Development and Communications on new communications projects.
- Attend Forum, New Year Training Conference, and other student events/conferences/training as required, delivering training relevant to the role and engaging with the life of the wider organisation.
- Representing the Development and Communications Team in meetings and wider organisational projects as required.
- Work collaboratively with colleagues across departments to achieve organisational goals.
- Work and lead in line with organisational values, policies and priorities.
- Line manage a Relay+ role where there is a suitable Relay Worker.

## **Person Specification**

### **Essential characteristics**

- Passionate about UCCF's vision.
- Initiative and proactive approach to tasks.
- Ability to work as part of a team.
- Self-starter able to work to objectives and collaboratively with others.
- Attention to detail.

### **Essential experience, skills and knowledge**

- Coaching and line management skills.
- Excellent IT skills.
- Fluency with Microsoft 365 Suite, including Excel.
- Ability to work with data.
- Excellent written and verbal communication skills.
- Listening skills, careful decision maker.
- Awareness and understanding of the importance of Equality, Diversity & Inclusion (EDI) and ability to translate this into effective action.
- Organisational and planning: ability to plan, coordinate and manage projects and resources, ensuring timely delivery and meeting pre-agreed expectations.

## **Desirable**

- Degree educated.
- Leadership and collaboration: experience in leading working groups, fostering teamwork and empowering team members to achieve objectives.
- Experience with databases.
- Innovator, able to find problems and improve systems and processes.
- Adobe InDesign and basic video editing skills.
- A digital native. Comfortable across all media and web platforms. Knowledge across the church and charity context in Great Britain.
- Experience producing high quality publications and resources, both physical and digital.

**Nature and scope:** As the Communications Manager will be regularly involved in contacting supporters, churches and other outside organisations, it is an occupational requirement that the post holder is a believer in Jesus Christ as Saviour, Lord and God, and is in good standing with their local evangelical church, thus being in fellowship with the world-wide Christian family. They are required to sign assent to the Doctrinal Basis, to participate in UCCF collective worship and prayer and to model Christian discipleship in public and private life.

## UCCF's Object and Ethos

UCCF was established nearly 100 years ago following years of university CUs being formed all over the British Isles. The following Object and Ethos is taken from the UCCF Constitution, which was drawn up in the 1940s. While the language used in it may not be so familiar for us contemporary readers, the vision and values unpinning it all is still the heartbeat of our work today.

UCCF is a fellowship of Christian people seeking to promote Christian religious belief by working to make disciples of Jesus Christ within universities and colleges in Great Britain.

### Our object

The UCCF Constitution states that its object is:

*To bear witness to Jesus Christ as Saviour, Lord and God in the student world of England, Scotland and Wales in accordance with the doctrinal basis of the Fellowship and in particular by commitment to:*

- *Evangelism – to proclaim Jesus Christ as God Incarnate, Saviour and Lord, and to seek to lead others to a personal faith in him.*
- *World Mission – to call Christian students and others to obey God's commission to go into all the world with the gospel, sharing in this privilege by giving, praying and serving in every area of life.*
- *Truth – to help students and others to discover, study and spread biblical truth and to apply it to every area of private and public life and thought.*
- *Spiritual growth – to deepen and strengthen personal and corporate spiritual life through Bible teaching, study and prayer, so that the Holy Spirit may increase our Christ-likeness in character, behaviour and effective witness.*



## Our Doctrinal Basis

The Doctrinal Basis represents the central truths of the gospel, which is the basis of UCCF's unity, the foundation of UCCF's ministry and the content of UCCF's message. We are unashamedly confessional and value gospel clarity and gospel unity. For more information, visit: <https://www.uccf.org.uk/about/doctrinal-basis/why-we-have-a-doctrinal-basis>

*The basis of the Fellowship shall be the fundamental truths of Christianity, as revealed in Holy Scripture, including:*

- a) There is one God in three persons, the Father, the Son and the Holy Spirit.*
- b) God is sovereign in creation, revelation, redemption and final judgement.*
- c) The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behaviour.*
- d) Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.*
- e) The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.*
- f) Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.*
- g) Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.*
- h) The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.*
- i) The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christ like in character and behaviour and gives them power for their witness in the world.*
- j) The one holy universal church is the Body of Christ, to which all true believers belong.*
- k) The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.*

## Our ethos

The Fellowship recognises its dependence on God for the provision of funds and of staff. Prayer is thus an integral part of the Fellowship's life in all divisions. Specific times during the working week are set aside for staff in the divisions to pray in groups. Committee meetings and staff business meetings include prayer, as do training events. In addition, spontaneous prayer is a natural part of Fellowship life. Prayer times often include Bible reading.

To model Christian discipleship, to eliminate hypocrisy and to maintain the Fellowship's integrity, UCCF is committed to a traditional biblical understanding of morality which is in accordance with all the historic, denominational formularies of the Christian faith. Staff are required to act and speak in a manner consistent with this commitment and to act ethically, both inside and outside the workplace, according to historic biblical standards of Christian behaviour (e.g. Exodus 20:1–17; Matthew 5–7; Galatians 5:19–23; Ephesians 4:25–32; 1 Thessalonians 4:1–12).

## Occupational requirements

In line with schedule 9 of the Equality Act 2010, and in view of UCCF's objectives, ethos and support base, job roles at UCCF will fall into one of three categories of occupational requirement:

1. Individuals will be required to sign assent to UCCF's Doctrinal Basis, to participate in UCCF collective worship and prayer, and to model Christian discipleship in public and private life.
2. Individuals will be required to be in sympathy with UCCF's evangelical Christian basis, but will not be formally required to sign assent to the Doctrinal Basis. They will be expected to attend UCCF collective worship and prayer and to model Christian discipleship in public and private life.
3. Individuals will be required to be in sympathy with UCCF's ethics and moral standards but will not necessarily be required to be Christian believers. Such staff will need to be comfortable with the motivation and values which govern the way UCCF staff work, behave and relate to one another in the Fellowship. They need not (but may) attend UCCF collective worship and prayer and may be required to attend meetings at which prayer and Bible reading takes place. They will be expected to maintain UCCF's ethical standards in public and private life.



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