



DRAFT Position Description:

Communications and Engagement Coordinator (Part-Time)

Position Title: Communications and Engagement Coordinator

Reports To: Lead Minister

FTE: 0.2 FTE (1 day per week or 8 hours)

Position Overview

The Communications and Engagement Coordinator plays a vital role in enhancing The Gap Uniting Church's ability to connect with the wider community and communicate effectively within the congregation. This role supports both outreach and internal communication by managing digital platforms, producing compelling content, and equipping staff with tools to communicate clearly and consistently. The role is ideal for someone who is creative, organised, digitally savvy, and inspired to share the church's mission and story with warmth, clarity, and integrity.

Key Responsibilities

1. External Communications and Outreach

- Develop and implement engaging content across church platforms (e.g. The Gap Uniting Church Website, Facebook, Mailchimp) to connect with potential visitors and communicate the church's values and events.
- Maintain and update The Gap Uniting Church Website with fresh content and relevant information.
- Create visual and written promotional material for services, programs, and events.
- Contribute to a communications strategy that is inclusive and welcoming to families with children, young adults, and those exploring faith.

2. Internal Communications and Coordination

- Support staff and ministry teams with communication planning, template creation, and content advice.
- Assist in preparing internal bulletins, email updates, and notices to ensure timely and consistent messaging.
- Liaise with ministry teams to share stories and updates with the wider church community.

3. Digital Tools and Data Support

- Use key platforms such as Church Community Builder to help track engagement trends and identify communication opportunities.

- Work with the team to encourage good data entry habits and consistent record-keeping.
- Use data to guide communications and engagement strategies.

4. Visual and Creative Content Development

- Design visually appealing graphics, posters, and digital assets that reflect the church's tone and values.
- Ensure brand consistency across all media and platforms.

5. Strategic Communication Alignment

- Align all communications with The Gap Uniting Church Communication Policy and Strategy.
 - Promote inclusivity and accessibility in messaging — considering the needs of retirees and elderly members alongside outreach to new families and young adults.
 - Monitor engagement and adjust approaches based on insights and feedback.
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Essential Skills and Attributes

- Strong communication skills — written, visual, and digital.
 - Experience with tools such as Mailchimp, Facebook, WordPress/Squarespace (or similar), and design platforms (e.g., Canva).
 - Familiarity with or willingness to learn Church Community Builder (or other CRM platforms).
 - A creative, proactive approach to storytelling and engagement.
 - Ability to work independently and collaboratively with staff and volunteers.
 - Understanding of and alignment with the mission and values of The Gap Uniting Church.
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Desirable

- Experience in a not-for-profit or faith-based setting.
 - Background in marketing, communications, design, or digital engagement.
 - Familiarity with the Uniting Church in Australia or other Christian denominations.
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Conditions

- The role is one day or eight hours per week (flexible hours negotiable).
- Occasional attendance at key events or services may be required.
- Remuneration and classification will align with Clerks – Private Sector Award Level 3 or 4