

The Baptist Union of Great Britain

Role Profile

Job title:	Website and National Emails Co-ordinator
Reports to:	Faith and Society Team Leader
Direct reports:	Communications Manager
Location	Flexible

A Main Purpose and Context of the Role

Our Baptists Together website www.baptist.org.uk is the primary way we communicate digitally with our churches, colleges and regional associations. It requires ongoing design, development and maintenance alongside training of team members. This needs a strong creative eye both visually and strategically as the digital, Christian and cultural landscapes continue to evolve rapidly, whilst requiring confident technical skills and abilities.

Large scale national emails are also a significant communication tool for the work of the Baptist Union. This role requires the creation and distribution of national emails, many of which link directly to the website and other communication channels. Training others in our national and regional teams related to emails also forms part of this role.

B Key Responsibilities

The role centres around the following responsibilities:

- Maintain, review and develop the Baptist Union's website in consultation with other Team members.
- Coordinate the creation and distribution of national emails as required, including maintaining the database of subscribers.
- Provide training to other members of staff on updating the website and emails and offer on-going support and guidance.
- Provide and maintain secure access to secure areas of the website.
- Maintain oversight of the Baptists Together online shop including regular stock review and liaison with the fulfilment company to resolve customer queries.
- Working with the Assembly Event Manager to support Assembly preparation.
- Liaise with our website developers as required for support and implementation

Changes to this role profile

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Website Co-ordinator any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

Christian ethos

The Baptist Union of Great Britain is a Christian denominational body and as such, it is important that you can show an understanding of, and sympathy with, the ethos and values that we work to, as described in section C of this role profile.

C Culture and Working Style at BUGB

Across our Union our culture and working style is still developing, and can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- **Seek to be a movement of Spirit led communities.** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- **Feel like one team** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (I Corinthians 12:24b-27)
- **Embrace adventure** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- **Inspire others** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- **Share a Hunger** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

D Personal Attributes and Experience

Essential

- Can evidence their experience of working with content managed website solutions
- Expertise with creating and managing bulk emails
- Able to work precisely and accurately
- A strong eye for detail including the ability to proof read
- Is able to deliver technical training to small groups
- Confidence in using Microsoft products such as Word, Excel and Teams

Desirable

- Creative design experience with knowledge in Adobe Creative Suite or other graphics-based software
- Previous experience of Hubb Digital based content management
- Experience of working with databases
- Christian website experience
- Can process and comment on Google Analytics

Knowledge and Abilities

- Understands why and how website development has changed and over recent years and where it may go in future years.
- Can question current solutions whilst balancing the needs of the organisation.

Personal Qualities

- Friendly, patient with a confidence to liaise and work with a variety of people in different contexts.
- Can work well in a small team and be able to work independently.
- Able to focus on detailed work for long periods.

Salary and practical arrangements

This role is offered on a full time basis, although we would consider someone who was available for at least 4 days each week. Based in our modern offices at Baptist House, Didcot, there is scope for some home working as part of this role.

The starting salary for the role is based on a full time salary of £27,000 to £30,000 per annum, based on your relevant experience and skills.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover
- an electric car leasing scheme
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets)
- free parking at our Didcot offices

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

How to apply

To express your interest, please send a current copy of your CV and a covering letter explaining why you are interested in the role to Rachel Stone, HR and Safeguarding Team Leader, at the email address or postal address shown below:

Email: opportunities@baptist.org.uk

Post: HR Team
Baptist House
PO Box 44
129 Broadway
Didcot, Oxon
OX11 8RT

If you would like to discuss the role before applying, please contact us and we will arrange for you to speak with our Communications Manager, Mike Lowe.

Closing date for applications is 9.00am on Monday 7 April 2025 and first interviews will take place at Baptist House at the address above on Tuesday 15 April 2025.