

Junior Content Creator (part-time, 0.8fte)

The Junior Content Creator is a key member of the College's media and communications team. Reporting directly to the Head of Communications, you will be responsible for social media, design, photography, and website management. The role requires reliability, initiative, communication skills, and an ability to prioritise effectively. You must strive for excellence in all aspects of communication and design for internal and external audiences, delivering high-quality content with warmth, accuracy, generosity, and flexibility.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

KEY TASKS:

Design

- Create content and catalogue assets for both digital and print marketing materials, including short videos, images, and graphic design
- Input and produce creative content through graphic design and image editing, using Adobe Creative Cloud
- Design work for regular activities of the college, such as creating slides and assets for teaching or worship presentations, college notices, events publicity, and service booklets
- Collaborate with the Fund Development Manager to develop attractive resources and reports for donors and funding partners
- Ensure consistency with branding across assets and output throughout the college

Social Media & Communications

- Develop and execute the SMC communications plan in collaboration with the Head of Communications
- Manage and schedule all social media platforms, create regular digital output, and write copy for social media posts
- Measure and analyse social media analytics to inform KPIs and CTAs
- Build a library of student stories and assist with college newsletters
- Support the wider team with monitoring and reporting digital campaign analytics

Website

- Act as a relationship manager with website developers to ensure website functionality is fit for purpose and meets the needs of the college
- Maintain the website on a day-to-day basis, including keeping content and program information up to date
- Perform basic website administration such as staff profile updates, student stories, and basic webform updates

Photography

- General photography of activities of the college for use on social media, communications mailings and other means of sharing the life of the college
- Capturing and editing student photos for college photo sheets and Durham id cards and new staff photos
- Curating the College's library of photography and moving image, including a 'stock images' library for staff to access and a robust library for the communications team to use for marketing material

Administration

- Managing the Media inbox and filtering enquiries from internal and external contacts
- Adding Media requests to the project management application
- Liaising with freelancers and external suppliers, scheduling work, monitoring progress, and processing payments
- Scheduling production support to meet college needs
- Hosting Zoom meetings for large gatherings (e.g. National Staff meetings)
- Maintaining asset logs
- Supporting the Head of Communications in policy and procedure reviews
- Managing CCLI licenses and subscriptions (e.g. Vimeo, Zoom, Mailerlite)
- Processing finances and expenses
- Placing orders for marketing materials and monitoring stock levels
- Administration for SMC events, festivals, and conferences
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint and Excel

Other Responsibilities

- Attending all meetings of the Local centre and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, and HTB Group Staff Meetings
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)
- Work in connection with the wider administration team on special projects
- Supporting SMC-related activities, general administrative duties, and other tasks, as required

This list is not exhaustive and additional duties may be required as deemed appropriate by the Head of Communications.

KEY COMPETENCIES

- Building on the foundations of and in the same spirit as the ministry of HTB & Alpha; a passion for theology in helping transform people's minds, lives, and society.
- A committed and professional approach to resourcing the media and design needs of the national college and its different centres
- Knowledge and experience of photography and Adobe Photoshop and Adobe Lightroom
- Knowledge and experience using Adobe InDesign and Adobe Illustrator
- Knowledge and experience of social media platforms and social media advertising
- Customer service driven – a servanthood approach
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable and proactive team player
- An enthusiasm for co-ordinating, organising and administration
- Excellent interpersonal skills
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint and Excel.

WORKING ENVIRONMENT

We are outward-looking, prayerful, keen to serve the mission of the church and striving for excellence in everything we do. Our approach is to be audacious, unified, generous, humble, and tenacious. We seek to be professional at all times, taking God seriously but not ourselves. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

St Mellitus College has a vision for theologically confident and committed followers of Jesus in every church. The College was founded to offer theological education and training set in the context of prayer and worship that combines academic excellence, a focus on missional leadership, the shaping of Christian character, and the flexibility to fit around busy lifestyles. Core to the college's values is a commitment to unity, and the college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. St Mellitus College was borne out of a new vision for theological training and formation, and out of a spirit of partnership. It was founded by the Bishops of London and Chelmsford, in partnership with St Paul's Theological Centre (Holy Trinity Brompton) and SPTC remains a constituent part of the college and a core founding partner. The development of teaching centres has always been undertaken at the invitation of the local Bishops and in partnership with those local dioceses, responding to local missional contexts and needs, whilst having a rich broad vision for the whole church across the nation.

JOB REQUIREMENTS AND BENEFITS

- This is a part-time (0.8fte) position.
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the HTB Group.

- Office space is provided in SMC's London home (SW5 0LX). While the contractual workplace will be the St Mellitus College teaching centre, staff are given the opportunity to deliver their roles through a combination of on site and remote working on an informal arrangement
- 25 days holiday per annum (pro-rata): holidays will usually be granted around term times.
- There is a 6-month probationary period.