



Our Vision is to Follow Jesus, Make a Difference and Grow New Disciple in Bangor, in our Land, and Across the World.

Role description: Communications

Hours per week: 8-10 (Depending on Desirable Criteria Met)

Salary: £5,600 - £7,000 (Depending on Hours & Experience)

Closing Date: Friday 11th September Midday (Interviews are planned to take place in the second half September 2026 to assess the candidate's match to the criteria in the job description and their relevant experience).

General description: Managing the internal and external Communications of the Church through various media platforms and print publications.

Key responsibilities:

- Attracting new people into the church through engaging communications and the provision of relevant, helpful information.
- Facilitating new connections with visitors and those new to the church through the use of the church website, Churchsuite and other social media platforms.
- Increasing visibility of the various ministries of the Church – internally and externally
- Building relationships with people who are committed to the Church.
- Resourcing individuals and groups – regular news, reminders and helpful information.
- Attending the weekly Staff meeting (currently Monday morning) and accountable to the Kings Church Leadership Team.

Specific duties:

- Design and produce print publications (flyers, booklets, leaflets, response forms etc).
- Compose and design engaging weekly and monthly E-news.
- Produce weekly slides to support the Sunday morning services – family news items, special events, health and safety info etc.
- Manage social media presence: designing, scheduling and posting content. Engaging with responses and actioning any enquiries or requests for further information.
- Maintain and develop the website: creating new posts and pages as required and ensuring information from the Kings database 'Churchsuite' is integrated to the website.
- Review and take action on results of web and database reports and analytics

Essential Criteria:	Desirable Criteria:
Administration Skills- Able to manage a variety of tasks at the same time	Experience using graphic design software (Adobe Suite, Canva etc) for Print & Digital production
Ability to communicate Vision & Values through different mechanisms (Email, Social Media etc) in an engaging & inspiring way	Experience managing social media accounts- scheduling, updating, responding
Familiarity and understanding of social media (Instagram & Facebook primarily)	Photography or Videography Skills and/or editing experience
Ability to work as part of a team whilst also able to manage your own time	Experience managing and/or designing websites
Good interpersonal skills	Experience using specific software: Churchsuite/Mailchimp/Buffer/Slack/Zoom
Committed to personal discipleship and growth in the Christian faith and models servant leadership, a willingness to learn & commitment to prayer	Troubleshooting IT skills- Printers/Computers/Phones/
Highly confidential and trustworthy	
Strong oral and written communication skills	

Other Essential Requirements:

1. The right to work in the UK.
2. Two satisfactory employment references
3. To adhere to the Statement of Belief of the Evangelical Alliance (www.eauk.org/about-us/basis-of-faith).
4. To be (or become) a committed member of Kings Church, regular in Sunday worship and available for weekly staff meetings.
5. GCSE English A-C or equivalent.
6. Fluent, clear and concise spoken and written English.

To Apply:

To apply for this post please complete the application form and return it to office@kingschurchbangor.org by Friday 11th September 2026.

If you would like to enquire further about the role before applying, please contact Sam (Sam@kingschurchbangor.org)

Further information on Kings Church may be found by visiting www.kingschurchbangor.org