

## **Knowle Parish Church is seeking a candidate for a part-time role**

- To work 27 hours a week
- Managed by and accountable to the Operations Manager
- Preferred start date: 22 September 2025
- Salary range: £19,040 – £19,760 p.a. for 27 hours a week [Full-time equivalent (37.5 hours) £26,440 – £27,440]
- Pension contributions, 25 Days annual leave (plus bank holidays)

**To apply**, use the application form from the KPC website ([www.kpc.org.uk](http://www.kpc.org.uk))

The completed form, with an accompanying email – indicating why you are applying for the job – should be emailed to [helen.allen@kpc.org.uk](mailto:helen.allen@kpc.org.uk) with 'Job Application' in the subject line.

## **About KPC**

Knowle Parish Church (KPC) is a large, vibrant and forward-looking Anglican church led by our Vicar Geoff Lanham, our Associate Vicar Steve Johnson and Curate, Amy Tan. We are passionate about sharing the good news and love of Jesus Christ with the community and developing our ministry and mission. The person appointed to this new post will work within an Operations Team consisting of two Administrators, the Facilities and Systems Manager and headed by the Operations Manager.

During the week we offer a wide range of activities that support the breadth of ages in our Church family and wider community; including Stepping Stones pre-school, an active and broad children's and youth work, community café 'Cobbles', many mid-week activities and four Sunday services to support a breath of worship; all our work is supported by amazing volunteers. We have a busy office with people popping in and out and are often supporting and managing events at vital stages of people's lives.

We serve the needs of our congregation through our mid-week Home Groups, courses, training and prayer meetings and many other activities. The office is the central hub of Knowle Parish Church and all that takes place.

Knowle Parish Magazine is our key outreach to the community, with articles of local interest as well as those on the big questions of life and faith, and news about church events. It is published 10 times a year and each issue reaches around 1,000 households. The majority of magazines are paid on subscriptions and delivered in the local area – others are sold in shops.

We are looking for someone who would like to bring their experience and abilities to our team, to help us communicate well with both our church members and the wider community, including being responsible for the Parish Magazine.

## **Job Purpose**

- To prepare and present information in written, electronic, verbal or visual forms.
- To support clergy and staff in their respective ministries, helping to communicate with the Church and wider community and identify and develop new opportunities to reach more people.
- To be responsible for and edit the Knowle Parish Magazine

## **Key Responsibilities**

- Prepare, circulate drafts for approval, print, copy and collate as necessary the church newssheet.
- Research, prepare and implement communication plans and publicity materials for specific events such as special services, festivals, concerts and prayer/mission programmes.
- Update and maintain the relevance of the church website and social media profiles.
- Keep the internal and external noticeboards up to date and appealing as means of communication.
- Prepare suitable and readily accessible material about the Gospel, life of the church and support available for those enquiring. Provide specific information for those involved in baptisms, weddings and funerals.
- Maintain a practical and effective means of communicating with church members, clergy and staff; including the church database and diaries.
- Ensure the highest quality and preparedness of the audio visual systems and presentations for services and other events.
- To produce 10 editions a year of the Knowle Parish Magazine which communicates a lively church, welcoming to all, in the heart of the community in line with the Church's vision, as well as the provision of local community news and events.
- Plan and commission content for the Parish Magazine. Edit material received. Write material for the magazine.
- Liaise with the Advertising Manager, the distribution administrator and subscription administrator as appropriate.
- Liaise with the printer of the magazine to ensure the magazine has an appealing layout and clear presentation, and is delivered on time each month.
- Provide an excellent, caring response to anyone contacting Knowle Parish Church, ensuring that their requirements are dealt with thoroughly and expeditiously, including personal callers, post, email or telephone.
- Undertake any other reasonable task as required by the Operations Manager or clergy.

## **Person Specification**

- A committed Christian with a demonstrable love for God and people\*
- Excellent written and verbal communication skills, who can adapt style and message to the audience, purpose and method of communication.
- Excellent typing and IT skills; used to working with Microsoft office and database systems; experience of learning and adapting to new systems, processes and software, including web content management.
- Creative flair with an eye for design, layout and detail.
- Experience in digital communication tools and content creation.

- A quick and eager learner who is keen to learn things outside their previous experience.
- An effective team player who is willing to contribute beyond their own responsibilities.
- Excellent organisational skills with the ability to prioritise and work under pressure.
- Self-motivated and able to work under their own initiative.

**Terms:** This role is a part-time position of 27 hours per week, with a salary of £19,040 – £19,760 p.a. depending on experience. It is subject to a 6 month probationary period and includes enrolment in the KPC pension scheme after 3 months. 25 days holiday plus bank holidays (or time off in lieu).

If you would like to have a conversation about this role, please email [office@kpc.org.uk](mailto:office@kpc.org.uk) or contact the office on 01564 779123 Monday to Friday 9.30am to 1.00pm.

Further information about KPC is available on our website [www.kpc.org.uk](http://www.kpc.org.uk)

To be eligible to apply for this role you must have the right to work in the UK.

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| • Closing date for applications:      | 5pm, 1 August 2025 |
| • Invitations to interview:           | 7 August 2025      |
| • Interviews at Knowle Parish Church: | 12 August 2025     |
| • Successful applicants notified      | 14 August 2025     |
| • Starting date (preferred):          | 22 September 2025  |

*\*A Genuine Occupational Requirement applies in terms of the Employment Equality (Religion or Belief) Regulations 2003, that the appointee to this post should be an evangelical Christian with a firm faith.*