

District Digital Enabler

Post: District Digital Enabler

Responsible to: The lay employee will be employed by the Northampton Methodist District and will be under the supervision of the District Mission Team Leader.

Purpose and objectives: To vision and enable the Circuits of worshipping communities across the District engage in the Mission online.

We're looking for a creative digital communicator who will enable Digital mission across the District.

This role is perfect for someone with passion for digital evangelism, discipleship and Christian community. It will give the successful candidate the opportunity to work within a team to encourage the Circuits and churches within the Northampton Methodist District to engage in the Mission of God Online.

- In partnership with the District Mission Team, develop digital resources for the District's New Places For New People-FEAST (friends exploring and sharing together).
- Be at the forefront in Developing a digital resources suite tailored to the priorities of the Mission Development Plan to aid the Circuits and Churches in their mission.
- To assist Circuits and worshipping communities with their missional strategy in upskilling and training digital leaders across the District.
- Provide crucial theological understanding of how the people called Methodists can form an online church .
- Lead the social media across the District's social platforms- Planning, curating, and scheduling regular content for all social media channels.
- Develop best practices for digital safeguarding online in partnership with the District safeguarding team.
- Collaborate with the District Chair and wider staff team and ensure the website is maintained and used to resource the stakeholders that visit.
- Monitor all social media channels to ensure comments, complaints, and queries are dealt with appropriately and in good time, identifying issues that need response or escalation.
- Identify digital opportunities (such as campaigns, events, and social trends) that local churches can use.
- Provide digital support for online and onsite events e.g., Synod and ReNew events.
- Produce regular social media analytics and insights, including identifying trends from social media feedback, sharing results with key stakeholders, and using findings to inform future activity.
- Contribute to mission team project planning and idea formation and speak into the broader digital connexional work where appropriate.

Appointment: Full time – 35 hours per week Mondays to Fridays, with occasional evening and weekend meetings.

Remuneration: £35,000-39,000 (depending on experience) per year (Laptop and relevant equipment to perform role will be provided) Expenses for available when required for the role as approved by the line manager.

For ministers of the Methodist Church in Britain full ministry benefits will be provided.

Work Base: Home based, with some time expected at the District office for quarterly staff meetings.

Relationships:

- Will work closely with the Chair of District, District Mission Team Leader, the District Office Manager and relevant members of the Mission Team
- Other key relationships will be with lead District officers, and Circuit Superintendents.
- Learning Network staff

Line managed by: The District Mission Team Leader

District Digital Enabler – **PERSON SPECIFICATION**

Criteria	Essential	Desirable	Evaluated by application, qualifications or interview
Knowledge/ Skills			
Expert knowledge of Meta Business Manager and Google Ads	X		A I
Ability to produce accurate analysis of relevant analytics or research and produce jargon free summaries	X		A I
Strong knowledge of a variety of computer software packages	X		AI
Outstanding communication skills both written and verbal with excellent attention to detail and effective at adopting varied communication styles appropriate to the audience	X		A I
Ability to use photo editing software such as Photoshop		X	A I
Digital leadership characteristics, able to inspire colleagues and generate an atmosphere of trust, working to shared objectives		X	A I
Social Media analytics	X		A I
Knowledge of online safeguarding best practice	X		AI

Experience			
Proven record of utilising digital tools to aid In the mission of the church	X		A I
Proven ability to write and edit highly engaging resources for individuals and groups	X		A I
Experience of project management, including delivering to timescales and budgets		X	A I
Creating high quality social media content for differing purposes E.g. publicise, promote, engage	X		A I
Managing or updating websites	X		A I
Qualifications			
GCSE grade C or above, or equivalent, in English and Mathematics.	X		Q
IT or digital qualification or equivalent experience	X		Q
Aptitude			
Ability to create and process a wide range of online content, including that which stimulates faith based content, paying attention to detail.	X		A I
The ability to work independently and proactively, to prioritise work and meet deadlines with well-developed time management.	X		A I
Team player that is able to collaborate when needed and help others	X		A I

DBS Check

The appointment will be subject to an Enhanced DBS check for children and adults workforce. The successful applicant will be expected to attend the Creating Safer Space advanced module safeguarding training.

JDS Training

As a District we are committed to creating and supporting the implementation the Justice Dignity and Solidarity strategy (implemented at the 2021 Methodist Conference). As such unconscious Bias and EDI training modules will need to be completed within the probationary period.