



**cmsireland**  
equipping the church **in mission**

# Communications Coordinator Application Pack

December 2021 / January 2022

## Job Opportunity

### Post: Communications Coordinator

#### Introduction

CMSI is seeking to appoint a part-time **Communications Coordinator**.

This is an exciting opportunity for a committed, motivated and resourceful individual to play an important part in CMSI's mission and ministry. The successful candidate will play a key role in sharing stories, news updates and prayer requests and will lead the process of developing CMSI's online community.

A Job Description is available for this post, outlining the key tasks and responsibilities of the role and the terms and conditions related to the appointment.

#### Application Process

To apply for this post, please submit:

- **A brief CV**, summarising your work experience, education and key skills and listing three referees, one of which should be from your church leader and one from your current/most recent employer.
- **A supporting statement** outlining how you think you meet the selection criteria listed overleaf. The statement should be **no more than 650 words** and should draw attention to experience, skills and achievements that are relevant to this post and have been gained in past employment and/or unpaid activities.

The CV and supporting statement should be submitted via email or hard copy to **Gillian Maganda** (Personnel Manager) by **1pm on Wednesday 19<sup>th</sup> January**.

personnel@cmsireland.org  
028 90775020

CMS Ireland  
Sir Thomas & Lady Dixon Park  
245a Upper Malone Road  
Belfast  
BT17 9LA

Short listing will take place soon after the closing date, with interviews due to take place during the week beginning 7<sup>th</sup> February.

CMSI reserves the right to request that the successful applicant obtains a medical.

We are only able to offer employment to candidates with the legal right to work in the UK or Ireland.

## Person Specification

### Communications Coordinator

Attributes	Criteria	Essential/ Desirable
Education/ Qualifications	1. Passes at A-level/Leaving Cert - or equivalent qualifications	Essential
	2. A degree level qualification.	Desirable
	3. A qualification and/or training in a relevant field (eg. Communications, Marketing, Social Media).	Desirable
Knowledge	4. Computer Literate, including use of Microsoft Office programmes.	Essential
	5. Knowledge of Social Media platforms – including Facebook and Twitter – and their use as tools for communication and marketing.	Essential
	6. Some knowledge/awareness of the Church in Ireland and the work of mission agencies.	Desirable
Experience	7. Experience of working as part of a team.	Essential
	8. Experience of writing for an audience.	Essential
	9. Experience of using Social Media and/or websites to share news and stories.	Desirable
	10. Experience of providing visually attractive and engaging content – using simple layout or graphic design tools.	Desirable
	11. Experience of designing and/or developing websites.	Desirable
	12. Experience of using Apple mac computers and software for design and/or video editing work.	Desirable
Skills	13. Good written communication skills.	Essential
	14. Good organisational skills.	Essential
	15. An ability to work on own initiative, within boundaries, and to manage own workload.	Essential
	16. Good interpersonal skills.	Essential
	17. Graphic design and layout skills.	Desirable
	18. Video production and editing skills	Desirable
Personal Qualities	19. A personal Christian faith and a willingness to participate in weekly staff devotions.	Essential
	20. Supportive of CMSI's ethos and its approach to mission and be willing to sign-up to CMSI's 'Statement Of Faith.'	Essential
	21. Outgoing and personable – able to engage well with others.	Essential

## Job Description

**Post:** Communications Coordinator

**Responsible to:** Mission Resource Manager

### Introduction

CMSI exists to help the Church change lives. We make connections between different parts of God's global family and we equip churches and individuals as they work together to share God's transforming love.

The staff team, alongside our volunteers, is involved in a range of activities across the following areas:

- Facilitating and nurturing partnership links between churches in Ireland and our Global Partners
- Sending and receiving individuals on mission placements that support the local Church
- Inspiring and equipping individuals and churches in Ireland to engage more deeply in mission
- Providing support for the work of our Global Partners – through prayer, personnel, friendship and finance

### Summary of the role

The Communications Coordinator will contribute to the work of CMSI's Mission Resource team, as it helps the Church in Ireland engage in mission and provides the Communications function for the society. The role involves reviewing and developing CMSI's use of Social Media and leading the development and implementation of a new Social Media strategy. The role will also involve contributing to the development and use of the CMSI website and helping to promote CMSI's brand and core message throughout Ireland, along with the day-to-day task of sharing news, stories and prayer updates with churches and individuals.

### Main Responsibilities

- Carry out a critical review of CMSI's use of Social Media and present findings to the CMSI Management Team.
- Based on the findings of the Social Media review and subsequent discussions, develop and lead the implementation of a new Social Media strategy to more effectively communicate, promote CMSI and engage existing and new supporters.
- Help to share news, stories and prayer requests with individuals and churches across Ireland by:
  - Providing written, video and other visual content for sharing via Social Media platforms (in keeping with Social Media strategy)
  - Contributing to the development and use of the CMSI website, posting and editing content as required;
  - Shaping and editing contributions from other staff members for Social Media and website posts;
  - Contributing to monthly update emails and other email communications via MailChimp.
- Help provide design and communications support to the CMSI staff team and mission personnel, including video editing.
- Contribute to the development and promotion of CMSI's 'brand' and core messaging.
- Contribute to the collective task of increasing income for CMSI – with particular emphasis on developing the use of Social Media for fundraising.
- Input to the development of CMSI's resources and initiatives as they seek to inspire and equip God's people in mission.

## Terms & Conditions

- **Place of Work:** This role is suitable for home-working, anywhere in Northern Ireland or Republic of Ireland, but face-to-face contact with the CMSI Staff Team in Belfast is required on at least two days per month. There is the opportunity for the role to be based in CMSI's Belfast office.
- **Hours of Work:** 20-22 hours per week over 3-5 days (negotiable). Occasional evening or weekend work may be required. CMSI operates a time-off-in-lieu system.
- **Salary:** The salary for the post is **£22,796** (pro rata) if living in Northern Ireland, or **€31,352** (pro rata) if living in Republic of Ireland - paid monthly in arrears.
- **Duration:** The post is a permanent post, subject to a six-month probationary period.
- **Pension:** A defined benefits scheme is in operation to be backdated to the date of appointment, on successful completion of the probationary period.
- **Other Benefits:** A Life Assurance Scheme is in place for all CMSI staff.
- **Expenses:** Home-working expenses and travel costs to CMSI's Belfast office are negotiable. Any other expenses incurred in carrying out the duties of the post will be paid in accordance with CMSI's expenses policy.
- **Annual Leave:** The Leave Year runs from 1st November to 31st October. The annual leave entitlement is 26 days (23 days + 3 days during Christmas week) pro-rata, plus statutory days pro-rata.
- **Sick Leave:** CMSI employees are entitled to paid sick leave. Details of this entitlement are set out in the Contract of Employment & Staff Handbook.
- **Notice:** One month's notice, in writing, is required for the termination of the appointment by either party.

# Introducing CMS Ireland

## Who we are

CMSI (Church Mission Society Ireland) is a Christian mission organisation that exists to help God's people engage in God's mission. We make connections between different parts of God's global family and we equip churches and individuals as they work together to share God's transforming love.

CMSI is part of the global CMS family, which was established in 1799 with a threefold focus:

- the abolition of the slave trade
- social reform at home
- world evangelisation

CMSI's own story started in 1814, with the formation of the Hibernian Church Missionary Society. Since then, we've worked with the Church - in Ireland and across the world - as it responds to both spiritual and physical needs.

Our history, identity and most of our work is associated with the Anglican Communion, but we work across denominations to equip the Church in mission.

## How we work

CMSI's work is shaped by our commitment to a number of **guiding principles...**

- **Relationships:** Valuing people and prioritising personal connections in all that we do. Recognising the value of face-to-face encounters.
- **Partnership within God's global family:** Striving for two-way exchange - giving and receiving; promoting interconnectedness and interdependence.
- **Respecting and responding to our Global Partners:** Prioritising those things that matter most to our partners. Recognising our partners' expertise and authority. Listening to one another and sharing ideas together.
- **Long-term faithfulness to our Global Partners:** Standing with our partners in hard places, through difficult times. Sharing their joys and sorrows. Journeying together.
- **Serving the whole Church at it engages in mission:** Inspiring, equipping and facilitating God's people, as the Body of Christ, to fulfil their mission calling; working across Ireland and with our Global Partners.
- **Working with the local church, wherever that may be:** Championing local expressions of mission; encouraging churches in Ireland and our Global Partners to help one another live out God's transforming love in their own communities.
- **A holistic approach to mission:** Embracing biblical principles and following Christ's example in bringing life in all its fullness. Promoting and practicing mission that is integral in nature: both spiritual and physical; both evangelism and social justice; both proclamation and demonstration.

## Our Strategic Priorities

CMSI is currently part-way through a five-year strategic plan under the title: **Connect, Equip, Transform**. The various aims and objectives that make up this plan support the following five priority areas:

**Priority 1:** More people engaging actively in mission

**Priority 2:** More support for the things that matter most to our Global Partners

**Priority 3:** More parishes engaged in fruitful, transforming Partnership Links

**Priority 4:** Greater presence and engagement across the whole of Ireland

**Priority 5:** A larger and more active community of individual CMSI supporters

## Our Global Partners

CMSI currently works in relationship with 18 **Global Partners** in 8 countries. These are dioceses, churches and Christian organisations that are engaged in holistic mission within their own context.

Our relationships with these Global Partners provide the context for all of work, whether it's sending teams, organising mission placements for individuals, facilitating visits to Ireland from the global Church, sharing stories of God at work or producing resources to help inspire and equip churches.

Country/Region	Global Partner
Alexandria (a Province of the Anglican Church that was formerly known as 'The Diocese of Egypt, with North Africa and the Horn of Africa')	Province of Alexandria
Burundi	Diocese of Matana
	Diocese of Gitega
Democratic Republic of Congo	Diocese of North Kivu
	Diocese of Kindu
	Diocese of Bukavu (with Goma)
Kenya	Diocese of Kajiado
	Urban Development Programme, Nairobi
Nepal	Human Development & Community Services (HDCS)
	Sundar Dhoka Church
Rwanda	Diocese of Shyogwe
	Diocese of Kibungo
South Sudan	Diocese of Ibba
	Diocese of Maridi
	Diocese of Olo
	Diocese of Yei
Uganda	Diocese of Madi-West Nile
	Diocese of Luweero

# CMSI Statement Of Faith

## What we believe...

### ..about God

- We believe that God is the Creator of the Universe, of our world and of humankind – whom He made in His image
- We believe that the Bible reveals God as Triune: the Father, the Son and the Holy Spirit
- We believe that we are loved unconditionally by our Father God, who adopts us into His family and invites us to participate in His work of mission
- We believe that Jesus – the Word made flesh – is the Messiah, promised to God’s people throughout Scripture. Through his death on the cross, Jesus took upon himself the sin of the world, bearing the full penalty for sin. By faith in Christ and by his grace, our relationship with God is restored and we find salvation
- We believe that through his life, death and resurrection, Jesus reveals God’s transforming love and power and shows us how to live within the Kingdom of God
- We believe that the same Holy Spirit who empowered Jesus’ ministry is at work today, empowering and equipping God’s people

### ..about the Bible

- We believe and submit to the Bible as the inspired and authoritative Word of God
- We believe that the Bible reveals God’s character, His purposes and His heart for justice, redemption and for the restoration and renewal of humanity and all of creation

### ..about the Church

- We believe that Christians, God’s people, have been adopted into a global family that is the worldwide Church. Christ is the head of this Church
- We believe that the Church has been called to Love God and to Love others. Worship, mission and discipleship are the inseparable priorities of the Church

### ..about Mission

- We believe that mission is the shared responsibility of the whole Church – every disciple, every community of faith
- We believe that God’s mission is concerned with making disciples, with proclaiming and extending the Kingdom of God, with sharing God’s transforming love and grace with the world
- We believe that God’s mission, as revealed in the Bible, is holistic in nature – concerned with both proclamation *and* demonstration, both spiritual *and* physical

As an organisation whose roots and identity are strongly embedded in the Anglican Church, CMSI seeks to uphold and champion the **Five Marks of Mission** of the Anglican Communion:

- ❖ To proclaim the Good News of the Kingdom
- ❖ To teach, baptise and nurture new believers
- ❖ To respond to human need by loving service
- ❖ To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
- ❖ To strive to safeguard the integrity of creation, and sustain and renew the life of the earth

In CMSI, our primary calling is to equip the Church in mission: we work with the Church in Ireland and with our Global Partners to help God’s people engage in God’s mission. We recognise and embrace the diversity that exists throughout God’s worldwide Church and we seek to walk in patient, respectful partnership with those who share our core beliefs, as outlined above.