



## **TEAM LEAD, COMMUNICATIONS FOR ST JOHN'S - ST MARGARET'S CHURCH**

We are an Anglican church of the Diocese of Singapore. We are located on a little hill on Dover Avenue, close to Singapore Polytechnic, ACS(I) and many other educational institutions. Founded in 1971, we now meet over worship services in four language-streams - English, Chinese, Tamil and Filipino. We also conduct youth services and junior church services weekly.

### **DUTIES & RESPONSIBILITIES**

To develop and execute communications strategies that pursue the mission and vision of the Church while building positive relationships with key stakeholders of SJSM. Specifically, this broad objective would include generating awareness and driving participation in the plans and activities of the church, while providing counsel to Vicar's Office on the Church's public/external relations and internal communications.

- Manage key communications between the church, its stakeholders and the wider public, developing plans and strategies that support public relations and marketing for priority areas.
- Advise and support church ministries in their communications needs, providing clear guidelines (e.g. media protocol) that help them succeed in connecting with their target audiences.
- Lead in developing and delivering clear messages and content about the church, its work and the Gospel, utilising a range of communications channels.
- Make recommendations to the PCC on public relations, community engagement, media relations, crisis communications and social media/digital communications.
- Manage and develop the communications team, providing direction and supervision over its work.
- Act as designated spokesperson in media relations, providing counsel on media/PR matters, ensuring effective dissemination of information to the media community where appropriate.
- Set policies on the use of team assets, equipment and communications resources.
- Manage public enquiries and feedback channels.

### **REQUIREMENTS**

- Bachelor's Degree (in a relevant discipline e.g. Communications, Public Relations, Communications Management, Media Studies, Marketing).
- Minimum 5 years of experience in a relevant field.
- Video production skills.
- Graphic design skills; familiarity with Adobe Illustrator, Photoshop, InDesign and Premiere Pro.

Interested applicants may apply to [hr@sjsm.org.sg](mailto:hr@sjsm.org.sg) with your updated resume.

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