



Marketing & Communications Manager Job Description

Salary: £31,000-£34,000

Contract: Full-time, of which 2 days will be devoted to JYAM and 3 days to the LJC.

Hours: 40 hours per week.

Holiday allowance: 30 days per year plus public holidays

Line managers: Frs David Birchall SJ (LJC) & James Conway SJ (JYAM)

Location: Mayfair, Central London – in-office working expected.

Start date: by agreement but ASAP

Application deadline: 2nd April 2024

Interviews: 15th April

The Role

We are seeking someone to finesse and develop our communications & marketing as well as keep our websites up to date. We want to be able to showcase our centre in the heart of London (the London Jesuit Centre) as a place that can help bring people's Christian faith alive, especially for young adults struggling with all the complexities of today's world. The LJC works alongside the Jesuit Young Adult Ministries (JYAM) in their efforts to do this. We are looking for someone who can create dynamic, creative content to be deployed across our social media, web, and general publicity. You will work in a supportive and creative environment. If this sounds like you, please apply.

Job Description

The role of the Marketing & Communications Manager includes:

- The creation and posting of simple, short videos for social media campaigns and web pages.
- The maintenance of the LJC website using *Webflow* and improve our SEO.
- Photography and videography of events etc to illustrate web pages and social media posts.
- Helping our team members grow and develop our social media presence.
- Produce digital and printed advertising material including *Mailchimp* newsletters.

These duties and responsibilities may change over time according to the needs of the London Jesuit Centre and Jesuit Young Adults Ministries. There will be periodic reviews of the work, and a three-month probationary period.

Person Specification

The person we are seeking for this role should have . . .

- experience in web design and video creation and editing.
- effective communication and people skills.
- the ability to be flexible regarding working days, as weekend events will at times need to be covered.
- excellent organisational skills.
- good computer literacy.
- excellent written skills in English.
- the ability to work to deadlines, to prioritise and manage time well.
- the capacity to work independently.
- sympathy with the religious ethos of the Catholic Church.
- a hands-on approach.
- be both a self-starter and team player.

It is recognised that not every candidate will have all skills across each of these areas and there will be plenty of scope for on-the-job training both formally and informally.

London Jesuit Centre

The London Jesuit Centre is run by the Jesuits, a Religious Order of the Roman Catholic Church. The venture was launched in 2019, with three strands to its work: the teaching and discussion of theology, the study and practice of the spiritual life, and engagement with issues of social and environmental justice, for the greater glory of God and the common good. There is a programme of events, courses and conferences, retreats, and performances. Several partner organizations also use the centre on a regular basis.

Young Adults Ministries (YAM)

Jesuit YAM have as their central focus a Sunday Eucharist at 7pm, followed by social time, which takes place in Farm Street Church and the LJC. There are regular events for smaller groups in the LJC and in the Jesuit house on Clapham Common. Regular JYAM events usually happen on Thursday evenings, Saturdays and Sunday afternoon/evening – at times these will need covering for photos etc. Flexibility will be needed to cover one-off events and activities.

Applications should be sent by email to Fr David Birchall, LJC Director: ljcjobs@jesuit.org.uk.