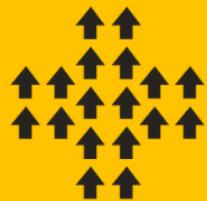


Digital Content Creator and Social Media Executive

Role Description



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Role overview

Title:	Digital Content Creator and Social Media Executive
Hours:	Full time, 35 hours per week.
Contract:	Permanent
Location:	Home based with bi-monthly visits to 1 Lamb's Passage, London, EC1Y 8AB
Salary:	£28-31k
Closing Date:	Jan 21, 2022

Why this position is important to us

Stewardship has started a journey of transformation: from a traditional transactional service provider, to an innovative and technically orientated ministry with a big ambition to release over £250m of giving in to the Church, every year, by 2025.

Our portfolio of services is now both specialist and diverse, and includes digital giving products, accounts examination and payroll services, loans and deposits for churches and charities, and the specialist support of individuals in Christian ministry.

As more of our client interactions move online, providing a consistent and compelling experience across our digital real estate has never been more important to us. This is an essential role that will serve and support the wider Growth and Community team to ensure that all client engagement points are aligned with our values, beliefs and strategy for growth.

Welcome to Stewardship

Big or small. First or last. We make every gift count.

We're a place where connection happens – where those called to give meet those called to go. A community of generous stewards uniting to use all God has given us to love him, love one another, and love our neighbours as ourselves.

We help Christians give and we strengthen the causes they give to.

We call this **Active Generosity**.

Our vision and values

Our vision is for the world to encounter Jesus through the generosity of his Church.

At our core, as believers in Jesus Christ, are the biblical values of:



Generosity



Integrity



Relationship



Excellence

For over 100 years, we've helped Christians, charities and churches activate generosity, resource their calling and make a difference in Jesus' name.

In 1906, Stewardship was created by a small group of Christians uniting to release generous gifts and financial support to Christian ministries in the UK and overseas. Among their number were professionals and philanthropists, chemists and church planters, factory workers and evangelists, with each giving as they were able.

Today, we help over 40,000 people live out their calling to be generous stewards, giving more than £100 million each year to over 6,000 charities, 2,500 Christian workers and 4,500 churches.

Our methods have changed, but our mission remains the same.

Job detail

Overview

Title: Digital Content Creator and Social Media Executive

Reports to: Head of Customer Experience

Direct reports: N/A

A great communicator and storyteller, you will care deeply about content that is intellectually robust, makes an emotional impact and leads to action. You will create engaging stories that forge deep connections between Stewardship and the community we serve.

You will be present at Stewardship events in order to document our activities and spotlight the incredible community of givers and partners we serve, delivering high quality content through film, audio, photography and copy for use across our social media platforms, digital campaigns and in print.

You will strive to be an expert in your field, ensuring you are up to date with the latest development and digital trends. Combining science, art and craft, you will help us to reach and engage a diverse range of existing and potential clients in order to accelerate growth across our three divisions.

Informed by data and customer insights, you will create content that increases our reach and impact.

Main responsibilities

Content Creation:

- Photography and videography of customer testimonies, case studies, and vox pop interviews.
- Visual design and copy writing of social media posts.
- Post-production and editing of all photography and videography.
- Uploading and managing a library of creative content.
- Plan and organise external photography and videography resources where needed on larger projects.
- Work collaboratively with other team members to ensure a consistent, integrated brand perception and visual identity.

Social Media Management:

- Grow an active community across Facebook, Instagram, LinkedIn and Twitter that results in increased following, engagement and conversion.
- Coordinate social media messaging with divisional teams.
- Create, schedule and deploy social media posts in line with the content schedule.
- Proactively manage our channels to provide rich and real-time engagement for Stewardship as we speak into issues and audiences relevant to us.

Analysis and reporting:

- Ensure appropriate social media monitoring is in place to manage performance day to day.
- Provide actionable reports and analysis on the performance of our content and strategy.
- Maintain awareness of social trends, innovations, and developments and take action as appropriate.

Desired skills and experience

Skills and experience	Essential	Desirable
Meet our Occupational Requirement to be a practising Christian and active member of a local church.	✓	
Experience and evidence of working on social media for an organisation or brand.	✓	
Experience of writing for and creating content for social media.	✓	
Extensive knowledge of social media platforms and landscape.	✓	
Experience of proofreading, editing and strong attention to detail.	✓	
Project Planning and completer finisher instincts.	✓	
Design skills with experience of using Adobe Illustrator, Photoshop, InDesign, Creative Suite and Final Cut Pro.	✓	

Ability to influence and work cross-functionally across multiple teams.	✓	
Excellent written and verbal communications skills.	✓	
Analytically minded and data and evidence driven.	✓	
Highly organised with strong attention to detail.	✓	

Working for us

Q. What are the usual working hours?

A. Stewardship’s normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All employees receive 27 days Annual Leave, and 8 days bank holiday leave. This is pro-rated for part-time staff.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service). A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. This is dependant on the role and the team that you are working with. Some teams are primarily based in the office, whereas other roles offer more flexibility with some home working.

Q. What staff benefits do you offer?

A. Once probation has been passed there are number of benefits available to staff:

- Subsidised gym membership
 - Contribution to your charitable giving account
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
-



How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Helen Thomas, our People, Culture & Place Manager, on:

Telephone: 020 8502 5600 extension 304

Email: careers@stewardship.org.uk

Stewardship

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