

**Tech Co-ordinator**

**Job Advert**

Be part of God’s mission in central Durham’s market-place church, St Nics. We are seeking a faithful, enthusiastic and motivated Tech Co-ordinator to resource our work through a range of online/social media.

**Work Pattern**: normally 10 hours per week – Sunday working and some evening duties will be involved

**Remuneration**: we pay a salary of £11.45/hour (due to rise with the real living wage in 2023), which at 10 hrs/wk equates to an annual salary of £5,954

**Contract:** fixed term for 1 year with a probationary period of 3 months.

**Occupational requirement**: a Christian in sympathy with the aims and ethos of St Nics Church, Durham

DBS disclosure required

**Location**: St Nics Church, Market Place, Durham, though working off-site will be possible for much of the role.

**About us:**

St Nics is a welcoming and diverse evangelical church – part of the Church of England in the heart of the City of Durham. We are committed to loving God with our heart, soul, mind and strength, as well as loving our neighbours as ourselves. Our Sunday worshipping community is approximately 250–300 regular attendees, across several services, and of all ages.

We are a designated resource church, which means developing ministries for and on behalf of others as well as St Nics. The last few years have seen exciting developments in several areas of our mission and ministry. This role is key both in serving the work and ministry of St Nics, and in getting the word out to those around us, including many in Durham and surrounding areas who we would love to serve.

**Key Responsibilities:**

To serve the mission and ministry of St Nics Church through developing our use of technical resources, including a range of AV equipment designed to communicate our work in and beyond St Nics, as well as supporting the tech needs of other staff ministries.

Duties associated with the role:

* Responsibility for the streaming of one or more services every week, including maximising the use of our AV equipment to do so
* Oversight of AV provision for all our regular services and for special occasions
* Training a range of volunteers in the use of Vmix and ProPresenter to maximise their use and take advantage of their full potential across all our services and activities
* Uploading service words (songs and prayers) each week ready for Sunday services
* Attending weekly staff meeting

In addition, the post holder may be asked to:

* Ensure a consistent style throughout all broadcast/streamed material
* Create and edit short videos and audio
* Upload audio as a podcast each week
* Perform other such tasks as may be required from time to time

You will work closely with the Church Operations Manager and the Vicar.

**The Person**

You will be someone with:

* A personal faith in Jesus Christ
* A heart for serving God’s church through your talents and skills
* A team player – someone who is able to enthuse and inspire volunteers in their ministries at St Nics
* An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm
* Vision, initiative, and self-motivation

You will have many or all of the following skills:

* Good organisational ability, able to take responsibility and to see creative solutions to problems that you are asked to solve
* Confident IT skills with knowledge of AV equipment
* Awareness of website hosting and content management
* General office experience, along with being familiar with standard office software packages, and/or a willingness to learn current church resources (including Vmix and ProPresenter)
* Strong time management skills.
* Ability to create and design materials quickly

**Further Details**

Benefits

* St Nics will seek to develop the post holder towards their full potential – with regard to both personal growth in working for a church, and technical competence in the specific areas required by the job
* 25 days holiday, plus bank holidays (pro rata)
* The chance to be part of a fun and energetic team, with potential involvement in our Tuesday morning staff meetings as appropriate

Management Process

* Regular monthly meeting with Line Manager
* Annual appraisal with Line Manager

To Apply:

Please contact office@stnics.org.uk for more information and/or an application form. Once completed please return to office@stnics.org.uk marked ‘Job Application’

Timetable:

Closing Date – 31 May 2024

Interviews – 7 June 2024

Start date by negotiation