



ST PETER'S  
HOUSE

CURIOSITY | ENCOUNTER | GIFT

Hello there,

Thank you for requesting information about our new role as our Social Media Officer. We really hope that you are the perfect person for us! Read on to discover more about us, and who we're looking for.....

St Peter's House is the Christian chaplaincy team for the Manchester Universities, RNCM and the University of Law, and we constantly challenge ourselves to reflect on the question: 'What does chaplaincy mean to the people around us, and what should it look like in practice?' Our faith like a deep well, and when we drop those questions deep the echoes come back to us that this should be a place where curiosity is encouraged, and where unexpected encounters happen that make life a bit more meaningful. That this place should be like a gift – somewhere that brings something unexpected but that speaks a message of love to the person who receives it.

So we've created a place of curiosity, encounter and gift! Hopefully, by now you'll have investigated us online and found out about some of the things we do – over the past few years we've developed into a unique space, full of life and enriched a wide range of people and activities. Then Covid-19 came along, the building closed and once again we needed to reimagine. We transitioned our programme online, developed a project called The Well - providing food and wellbeing resources for students and the local community - and now we're planning for the reopening of St. Peter's House in September.

Read on for more details, and if you decide to apply please send an up-to-date CV and a covering letter (altogether this should not exceed one side of A4) to [jobs@stpeters.org.uk](mailto:jobs@stpeters.org.uk) In the covering letter, please systematically address how you fit the criteria sought in the Person Specification at the end of the Job Description.

The deadline for applications is 19<sup>th</sup> April and we will notify all candidates on that day if they have been called to interview. The interviews will take place on 21<sup>st</sup> April.

St Peter's House is a **Disability Confident Employer** and we welcome applications from people with disabilities. We guarantee that we will offer interviews to applicants with disabilities who meet the essential criteria of the role.

If you'd like an informal conversation, then please email [jobs@stpeters.org.uk](mailto:jobs@stpeters.org.uk) to arrange a suitable time to speak

It could be you!

Hannah Skinner

Director of Development and Engagement, St. Peter's House.

30<sup>th</sup> March, 2021

## JOB DESCRIPTION

Post:	Social Media Officer
Salary:	Band B. £12,000 PA (FTE £24,000)
Hours:	Half Time (Actual hours to be agreed with candidate)
Contract:	One Year fixed term contract (possible extension if funding becomes available)
Location:	St. Peter's House and Homeworking
Start Date:	ASAP
Job Purpose:	To develop and operate our social media following the Covid-19 lockdown. This will involve working across St. Peter's House social media and related online services, as well as developing regular e-bulletins.
Responsible to:	Director of Development and Engagement

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## OVERVIEW OF THE ROLE

St. Peter's House Chaplaincy is a charity that seeks to contribute to the good of the city by supporting the staff and students of the Universities of Manchester and surrounding communities. As with many charities the Covid-19 lockdown has meant that the building has closed, staff have been furloughed and our programme had to totally change - this has had a significant impact on the way we engage.

This role is a forward-looking one that seeks to raise the profile of SPH through developing our digital profile. There is so much good that happens at St. Peter's House — The Well has developed into a significant piece of community support lock under lock-down, we run a fantastic not-for-profit cafe called Milk & Honey, we have a significant volunteering programme working with students and organisations across the city, we run a hub for social enterprises and student start-ups, and we run a broad and varied programme focussed on holistic 'wholeness' and wellbeing. Whilst we are good at telling our story in person, we have historically lacked the capacity, resource and skill-set to do this digitally. The Covid-19 crisis made this crucial aspect of contemporary life all the more urgent, and so we are now seeking a skilled and dynamic individual who understands the significance of our work and 'speaks our language' to join us in telling these hopeful stories and connecting us more with our key audiences..

Are you the brilliant person to join our team and help us communicate digitally to the student community about all that is happening at St Peter's House? We have many exciting plans to and we need someone to help us get the message out there!

## KEY RESPONSIBILITIES

- To actively and creatively work alongside relevant staff to promote St Peter’s House, our events, programme and activities.
- To increase traffic to our social media platforms and websites.
- To interact with and digitally engage key partners - ensuring that our content is complementary to theirs, meeting the needs of students and staff, and increasing SPH’s profile and presence.
- To respond to queries from the public in relation to the website and social media.
- To develop the SPH & Milk & Honey’s social media presence in all areas engaging with stakeholders, the charity sector and students.
- To develop, connect and oversee The Spark Rooms social media presence.
- Creating simple digital assets for distribution on social media using tools such as Canva.

## GENERAL RESPONSIBILITIES

- To contribute to team meetings and organisational priorities, and to prepare for and participate in regular supervision and appraisal meetings.
- To be flexible within the broad remit of the post.
- To take direction on new projects and priorities from your line manager, which may vary from time to time.
- To carry out word-processing, filing, and administrative tasks necessary to comply with the job description.
- To maintain clear and adequate records of work done and to produce reports on work programmes and activities as requested by management.
- To abide by organisational policies, code of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.

PERSON SPECIFICATION	
Essential Criteria	Desirable Criteria
An authentic understanding of the ethos and values of St. Peter’s House.	
	Experience of using WordPress.
Experience of maintaining and developing social media spaces and channels including responding to interactions.	Experience of using digital publishing software (e.g. Canva) and photo editing software to resize images.
Excellent writing, proofreading and editing skills	Experience of writing copy for online publication including website and newsletters.
Demonstrable ability to take the initiative and work independently when required.	

Demonstrable experience of effective team working.	
	Degree Level qualification in a relevant subject
	Experience of working in the Charitable sector
Commitment to anti-discriminatory practice and equal opportunities*	
Willingness to work occasional unsocial hours as required.	

\* St Peter's House will not tolerate discrimination, bullying, or harassment of any kind. This includes, but is not limited to, unfavourable or unwanted treatment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married, single or in a civil partnership.