

# Application pack for the role of **Designer & Communications Assistant**

December 2024

## **Full or part time (two-year fixed term)**

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## **Contents**

<b>Introduction</b> .....	page 2
<b>Application Process</b> .....	page 2
<b>Purpose of the Role</b> .....	page 2
<b>FIEC's Values</b> .....	page 3
<b>Employment Information</b> .....	page 4
<b>Job Description</b> .....	page 6
<b>Person Specification</b> .....	page 8

# Introduction

Thank you for downloading this application pack for our Designer & Communications Assistant role. Within this pack you should find all of the information that you need to make an application, including information about FIEC, the job description and person specification. The application form itself is available on our website as a separate document for you to complete: [fiec.org.uk/designer-role](https://fiec.org.uk/designer-role)

## Application Process

Please complete the application form for the position electronically and return it by email or by post.

Due to the nature of this role, the application form requests that you also provide a link to your online portfolio or provide examples of your design work.

Completed application forms must be received by **Wednesday 8th January 2025 at 5pm**.

It is anticipated that interviews will be held during the week commencing Monday 13th January 2025. Please indicate your availability with your application. Interviews will include the opportunity to share about a project you have worked on, as well as critique some of FIEC's design and publications.

## Purpose of the Role

### About FIEC

The Fellowship of Independent Evangelical Churches (FIEC) was founded in 1922 and has affiliated congregations across the whole of the UK. Being part of FIEC links you to over 640 churches made up of more than 50,000 people – and the number of member churches is growing every year. Our mission is to see those Independent churches working together with a big vision: to reach Britain for Christ.

If you would like more information about FIEC, please refer to our website ([fiec.org.uk](https://fiec.org.uk)) where you will also find our Doctrinal Basis and other ethos statements we have adopted ([fiec.org.uk/about-us/beliefs](https://fiec.org.uk/about-us/beliefs)).

### About the role

FIEC exists to help independent churches with their work and ministry – and a key part of that is to provide resources via our media channels.

We're looking for a designer to come and work with our Resources and Communications teams in a junior role, to help shape the articles, publications, videos and podcasts that we make available to our churches. A talented creative, you will be comfortable working on your own initiative and as part of a team to develop our branding and support our media channels.

Our strategic plan details how we want to help independent churches to connect with one another as they work together to see the kingdom of God grow. Also key to this is our support for church leaders in helping them to flourish. This role is about supporting the work of our staff team so that the content we produce helps churches with their gospel priorities.

Initially, this will be a two-year fixed post, but we hope to continue it if funds allow. The role is based at our office in Market Harborough.

It is an Occupational Requirement that the job holder is a practicing Christian regularly attending an evangelical church.

## **FIEC's Values**

Our values are the biblical principles which govern the manner of all our work as the FIEC team including the volunteers who work with us. These are informed by the Apostle Paul's relationship with those he loved and served. Even though his situation as an Apostle is not the same as ours, his attitude nonetheless reflects his Christlike, gentle, servant heart, matched with theological integrity, courage and clarity, and should be echoed in our own work.

### **1. God-honouring and self-effacing**

We serve with the chief end of seeing God glorified in the churches which make up FIEC and also in the wider church. We do not seek our own honour or fame, but that of our triune God.

### **2. Dependent and humble**

We realise that our work is in vain unless blessed by Christ the Master-Builder and we express our humility and dependence in prayer, committing ourselves to praying for our churches and their leaders, and for ourselves, coveting the prayers of others in our work. We fight against self-reliance and worldliness.

We long that we might be filled with the Spirit and his fruit be evident in all our dealings with others. We want to be those who are continually thanking God for the work he is doing in our churches and in the world. We want to avoid presumption, ingratitude and a failure to see God at work in others.

### **3. Godly and faithful**

We want to be those who are growing in godliness and gifting, investing in both. We challenge ungodly behaviour amongst ourselves and seek to spur one another on. We refuse to distort the word of God and renounce secret and shameful ways. We renounce worldly wisdom in favour of the wisdom of Christ. We seek to be reliable, trustworthy and fully faithful in our work by keeping the commitments we make in the course of our work. We are quick to acknowledge mistakes and seek the forgiveness of others whilst also forgiving as we have been forgiven.

### **4. Respectful and gentle**

We will respect the autonomy of the local church and each church's individual independence by encouraging the development of qualified and godly local leaders. We will not claim or exercise authority over our churches, but seek – where appropriate – to counsel, persuade and reason, gently calling churches to be faithful to the commands of Scripture.

We seek the good of others before ourselves. We recognise and pray against the sins of boastfulness and pride.

## 5. Hard-working and honest

We aim to be eager, diligent and conscientious, giving ourselves wholly to our work. We seek to avoid overwork, seeing this as a symptom of pride. We want always to act in ways which are clear and transparent. We flee from dishonesty and distortion.

## 6. Courageous and clear

We are concerned for theological integrity and adherence to our doctrinal basis and ethos statements, both in ourselves and those we serve. We will take care in the way we speak about other matters over which churches legitimately disagree. We are courageous in upholding and applying the truth of the Gospel whilst also calling error to account. We always seek to communicate in straightforward ways.

## 7. Loving and comforting

We long to be motivated by a deep affection for all God's people and – in particular – those in our churches, striving for harmony and (where needed) reconciliation. We abhor self-promotion. We are realistic about both the joys and hardships of Christian ministry, and want to encourage others in this exacting task. We want to cultivate and demonstrate empathy and compassion towards those who are struggling. As far as it depends on us, we want to live at peace with everyone.

## 8. Fair and generous

We seek to serve all our churches impartially, for example making no distinction based on the size, location or personal relationships that churches might have with members of the team. We will seek to communicate in ways which include the entirety of our family of churches. We long that each church should gladly serve others and look to find ways to help this happen. We resist favouritism and nepotism and openly declare interests. We want to be generous with our time and energy in the service of our churches.

# Employment Information

## Salary Package

Circa £27,000 – £32,000 depending on skills and experience. Salaries are reviewed annually.

New employees are automatically enrolled into the FIEC Group Pension scheme and have the option of either remaining in this scheme or opting out. Pension contributions can be made into your own contributory pension arrangement. In both arrangements FIEC will make employer contributions (up to 9% of salary) alongside the employee contributions.

## Location

The job is based in our Market Harborough office in Leicestershire. There is the potential for some hybrid working after a three-month probationary period.

## Hours

This is a new position and will ideally be full-time, but part-time would be considered for the right candidate with workload adjusted accordingly.

## Probationary Period

The role is subject to a probationary period of three calendar months. Probationary goals will be agreed in the first couple of weeks.

## Holiday Entitlement and Ministry Leave

Holiday is 23 days per annum, plus bank holidays and the week between Christmas and New Year (pro-rate for part-time staff). Additionally, staff may take up to one of their working weeks for pre-agreed involvement in other Christian ministry activities.

## Travel

The post will involve some work away from the office to support events and conferences, some of which will be out of usual working hours. Travel expenses are reimbursed and lieu time given as appropriate.

## Other

References will be taken for all appointments and all appointments will be subject to signing an appropriate safeguarding self-declaration.

# Designer & Communications Assistant

## Job Description

### Full or part time (two-year fixed term)

#### 1. Location

- 1.1. The role is based at our office in Market Harborough (with flexibility for some hybrid working possible) as the role will benefit from working closely with other members of staff.

#### 2. Remuneration and working hours

- 2.1. £27 – 32k full-time (35 hours per week) equivalent, pro-rate depending on contracted hours, salary dependent on experience.
- 2.2. Full-time, though we would consider part-time for the right candidate (specific days or five days at reduced hours).
- 2.3. Full-time holiday allowance for this post is 6.2 weeks per annum including bank holidays, with Christmas week gifted to all staff. Holidays will be pro-rate based on contracted hours.
- 2.4. This is a 2-year fixed term role. If funding allows it may become permanent.

#### 3. Job purpose

- 3.1. To help apply and develop the FIEC brand by providing graphic design for FIEC's resources and activities for print and digital media. The post holder will support in areas of resource development and communications, which may include involvement with podcasts and social media. There will also be involvement and support for some of FIEC's events in areas related to design and communications (e.g. video projection and photography). As part of their role, the post holder will be required to attend and support some of FIEC's events for churches and church leaders.

#### 4. Occupational requirement

- 4.1. In order to be successful in this role the post holder needs to have a personal and authentic Christian faith. The role requires understanding the content and audiences of our events and resources in order to be able to effectively support and communicate about these. An Occupational Requirement for an Active Christian Faith therefore exists for this role. The post holder needs to be in agreement with our Doctrinal Basis, seek to serve in line with our Values, and be willing to work for an organisation that holds to our Ethos Statements.

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## 5. Key responsibilities

This role's responsibilities will include:

- 5.1. With a clear understanding of FIEC's mission and vision you will help to apply and develop the FIEC brand.
- 5.2. Designing visual identities for FIEC initiatives, resources and events (for example our Women in Ministry and Church Planters events) that capture the essence of FIEC events.
- 5.3. Supporting our churches by producing imagery for weekly podcast episodes, articles and videos, including social media graphics. These resources are designed to support church leaders and members with their Christian ministry.
- 5.4. Involvement with designing FIEC publications and other printed materials, such as our termly updates, annual reviews and publicity linked to our conference offerings.
- 5.5. Developing document templates to be used by other staff members and our member churches.
- 5.6. Playing an active role in the Resource Development Team, Communications Team, and other teams where appropriate.
- 5.7. There is also the potential for helping churches to improve their design and communications, whether through written resources, one-to-one consultations, videos, or seminars.

## 6. Management

- 6.1. The post holder will report to the Resource Development Manager.

## 7. General

- 7.1. Attendance at the FIEC Annual Ministry Leaders' Conference (November), and other events as required which will involve some travel and occasional overnight stays.

## 8. Job relationships

- 8.1. Internally: Resource Development Manager, Executive Director, Communications & Media Officer, the Ministry Support Team.
- 8.2. Within the wider FIEC Community: Support for churches as requested.
- 8.3. Externally: Printing companies, web developers, photographers and videographers.

# Person Specification

	Essential	Desirable
<b>Qualifications / Key knowledge</b>	<ul style="list-style-type: none"> <li>• A qualification in a Design-related discipline or proven experience in the Graphic Design sector.</li> </ul>	
<b>Skills &amp; Experience Required</b>	<ul style="list-style-type: none"> <li>• Experienced with Adobe Creative Cloud apps (esp. InDesign, Photoshop and Illustrator).</li> <li>• A portfolio showing a breadth of projects and skills, including such things as concept development, branding, and design for print.</li> </ul>	<ul style="list-style-type: none"> <li>• An aptitude for photography.</li> <li>• Experience with Microsoft Office programmes.</li> <li>• As we are a small staff team, any other related skills could be beneficial to enhance our in-house capabilities, such as animation, illustration, video production, copywriting, etc.</li> </ul>
<b>Personal Qualities / Attitude</b>	<ul style="list-style-type: none"> <li>• Personal Christian faith and prayerful devotional life consistent with FIEC's Doctrinal Basis.</li> <li>• Commitment to FIEC's mission and core values.</li> <li>• Willingness to engage with and build strong understanding of independent church ministry.</li> <li>• A passion for good design.</li> <li>• A willingness to learn new skills, grow in existing skills, and take feedback.</li> <li>• The ability to balance multiple diverse projects and manage time wisely.</li> <li>• A friendly team-player with good communication skills.</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Member or regular attender of an evangelical church.</li> <li>• Committed to FIEC's Doctrinal Basis.</li> <li>• Willingness to work for FIEC knowing that it has the ethos statements adopted by our family of churches.</li> <li>• The ability to work flexibly and outside normal office hours when occasionally required for conferences.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of an FIEC church.</li> <li>• Experience of Independent churches.</li> </ul>