

Media Coordinator




The Trustees seek to appoint a Media Coordinator who demonstrates:

- a Spirit-filled practical faith based on a solid foundation of prayer and personal time with God
- a passion for evangelism and the desire to use media to promote this
- the ability to communicate and with good networking skills
- the ability to work within a team

To achieve this, the Media Coordinator will work within the *Job Description*, and *Key Duties and Responsibilities* statement set out below:

Job Description

Job Title:	Media Coordinator
Hours of Work:	To work the hours and days appropriate to the role. The expectation is for a nominal 28 hr pw.
Location:	Working in the TFM office or other locations as needed including mission and training events.
To Whom Responsible:	Administrator
	
Job Summary:	<p>To coordinate the published media, paper and digital, leaflets, newsletter, website and social media content, ensuring it is current and relevant.</p> <p>To assist in the smooth and efficient operation of all mission matters relating to the work of Through Faith Missions as needed.</p>
Term of Office:	Permanent

And how can anyone preach unless they are sent? As it is written: 'How beautiful are the feet of those who bring good news!'

Romans 10:15 NIVUK

Key Duties and Responsibilities:

In collaboration with TFM staff a TFM Media Coordinator may be asked to: -

- Coordinate/Create the production of leaflets for TFM, liaising with designers and printers as appropriate
- Coordinate/create the production of the prayer diary, prayer mail, newsletters and other documents as needed. Printed and electronic.
- Maintain/Build Website content ensuring it is current and relevant, archiving older material as needed.
- Increase our social media presence
- Record peoples mission stories (video, audio and text)
- Keeping abreast of current and emerging social media and communication methods, facilitating their adoption by TFM where appropriate
- Assist in the administration and communications for specific events such as missions, conferences and training days.

Out of office work

The post holder will be asked to attend some of the following events to help provide administrative backup and to contribute directly to an understanding and marketing of TFM:

- Mission Preparers' briefings with other staff members
- Mission team members' training weekends
- Conferences and training days
- Staff meetings, staff strategy "away days" and prayer days
- In situ office support on Walk Missions (a temporary office set up in the mission area for the duration of large Walk missions).

Policy Compliance

TFM's operating procedures are documented in accordance with charity law and general good practice. The post holder must comply with these policies.

1. The post holder must perform his or her duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
2. All staff who have access to or transfer any data are responsible for that data and must respect data security and confidentiality and comply with current data protection law, in line with the TFM's policies. Data includes all data i.e. electronic, hard copies of printed data or handwritten data information of members, employee and financial etc.
3. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout TFM for maintaining accuracy and probity in the recording of the TFM's activities.
4. Perform any other duties that may be required from time to time.

Person Specification

Essential

- a Christian in good standing with their local church and the broader Christian community
- excellent IT skills particularly MS Office suite
- practical, hands-on experience of media production
- wide social media experience
- creative flair
- demonstrably a good 'team player' but also to work on own initiative
- ability to relate well to a massive variety of personalities

Desirable

- Adobe Premier Elements (Photoshop and Photo editor) experience
- Although desirable, it is not a condition that the post holder lives locally to the TFM office, which is currently in Coton, Cambridgeshire (it is possible that the office will move next year but will remain within Cambridgeshire).

General

- Pleasing and courteous telephone manner
- Courteous attitudes towards all people who come into contact with TFM an ability to interact with a range of people and roles involved in mission preparation

Character

In making an appointment the following criteria will be applied to assess the appropriateness of a candidate.

1. Calling

This is the most important characteristic. The person must feel called to this work, above all else and any other role.

2. Competence

The person must be able to demonstrate a competence based on qualifications and experience to be able to complete the role.

3. Chemistry

There are key colleagues and the person must be able to fit into the existing team, get on with them and complement the skill sets and personalities already there.

4. Character

Integrity, holiness and humility are needed; a recognition that God's help is needed to stay close to Christ.

5. Connection

The person must be able to connect. The role requires interaction with a wide variety of people from the ordinary 'bloke in the street' right up to senior church representatives, such as Bishops. The person must be able to converse on all these levels.

This job description may be altered to meet changing service needs and will be reviewed periodically in consultation with the post holder.

TFM is committed to Safeguarding children and adults at risk of harm with whom staff and volunteers come into contact. All staff (and voluntary missionaries) will comply fully with the Safeguarding policy or prevailing current legislation in this respect.

Through Faith Missions

58 High Street, Coton, CAMBRIDGE CB23 7PL

01954 210239

email: admin@throughfaithmissions.org

Web site: www.throughfaithmissions.org

Registered charity no. 801113

A company limited by guarantee.

Registered no. 2350178

TFM VISION STATEMENT



To preach the good news of the Kingdom in ways that are biblically faithful yet understandable to a post-modern generation

Exodus 33:18

Luke 4:43

Matthew 4:17

To work with and through partner churches, both to implement local mission objectives and to encourage those churches to capture the vision for Media Coordinative mission

2 Corinthians 8:23

Philippians 1:3-6

Acts 11: 27

To develop Media Coordinative approaches to assist partner churches to reach out to tomorrow's generation

Acts 17: 18-20

Psalm 27:4

To live out Christ's great commission in a largely UK setting, with the objective of giving new believers a safe, sound and secure re-birth, whilst helping partner churches to nurture and disciple those who are young in the faith

1 John 1: 5 - 2:6.

Acts 11:19-23, 25-26

Acts 16: 1-3

To reach out strategically to men, noting that there is a long-term deficit of committed males in many individual churches, and yet males can positively influence their families to reach a saving faith in Jesus

1 Peter 3:7

1 Corinthians 16:13

2 Timothy 3:17

Ephesians 5:23

Colossians 3:19

Joshua 1: 6-8

FAQs about TFM

What is TFM's main aim?

Hebrews 13:13 is our governing directive. 1 Corinthians 2:2 reminds us of our core message.

- to preach the good news of the Kingdom, in season and out of season
- to work wherever possible with partnering churches/other Christian missionary groups
- to devise and use Christian materials that best present the gospel to a post-modern era
- to model, promote and promulgate evangelistic *best practice* within the Body of Christ. TFM's vision is to be at the cutting edge of Christian missionary activity, and to deliver THE message that was once, for all, delivered to the saints (Jude, verse 3)

What sort of missions?

- local missions – generally focused on a town and/or on particular partner churches
- main missions – larger scale, often county or region based, working in concert with partner groups such as, e.g., Churches Together or a regional diocese
- outreach to particular target groups e.g. youth, and people attending major sporting or cultural fixtures (an example might be the periodic mind, body, spirit, new-age type events)

What is the focus of these missions?

- the full gospel, in the model delivered by the Lord Jesus (Kingdom focus) and the apostolic church
- repentance leading towards conversion / baptism
- working with like-minded churches in local areas, and always with churches prepared to nurture and disciple new converts, seeing them grown and develop within the Christian faith

Wherever the mission and no matter the setting, the aim is to go out to people beyond the Church and meet them on their home ground. There are a vast number of people who need to be reached with the gospel who never go near a church, nor even an Alpha course.

The local church is recognised as the primary body for evangelism, so the outreach is usually done with the local church(es), planning the programme devised locally, assisted by the incoming TFM team.

Who do TFM work with?

- other, like-minded Christians – and certainly with those holding to a biblical faith
- voluntary missionaries who are prepared (a) to come under the accountability structure of TFM and (b) who are trained in a TFM preparation event (normally over a weekend)
- churches that subscribe broadly to TFM's basis of faith

Does TFM have a particular theology?

- TFM is a Christian organisation in the evangelical tradition. We recognise Christ's words that He is THE Way THE Truth and THE Life (John 14:6)
- TFM is determinedly Bible-focused and Bible-energised
- TFM recognises the potential validity of some aspects of theological interpretation that are (arguably) of secondary importance (e.g. interpretations of eschatology) and that secondary issues should not be a cause to break fellowship

TFM's basis of faith is set out, de minimis, in its Memorandum of Association. TFM also subscribes to the Evangelical Alliance (EA) Basis of Faith and the EA Evangelical Relationships Commitment, both readily available via the EA website.

When was TFM started?

Through Faith Missions was founded by Rev Daniel Cozens in 1985, who had already been working as an Evangelist for a number of years. The staff team has grown as TFM's ministry has expanded and developed.

How is TFM financed?

TFM is a charitable trust, supported entirely by gifts, from individuals and from churches. We do not charge fees for our work although we do require the payment of expenses such as travel costs. We are also registered a limited company.

How is TFM governed?

Like any other charity, TFM is governed by a Board of Trustees. Our annual report is available via the Charity Commission website. Also, as a limited company, TFM is registered with Companies House.