



Position Description

Communications Coordinator

Reporting to:	Operations Manager
Unit:	Operations
Location:	Manningham Uniting Church and Community Centre (MUCCC) 109 Wood Street Templestowe VIC 3106
Terms of employment:	Clerks – Private Sector Award 2020
Full time/Part time:	Part Time Limited Tenure Employment 0.4 FT (Part-Time – 2 days per week) Contract until 31 December 2027
Congregation:	Manningham Uniting Church (MUC)

Employee Name

Employee Signature

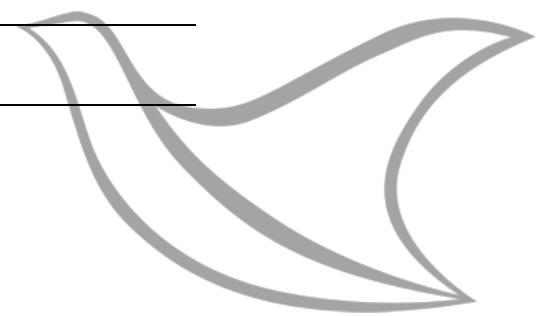
Date

Moses Lee

Manager's Name

Managers Signature

Date



1. Introduction

Manningham Uniting Church was formed in 2011 and operates from the purpose-built Manningham Uniting Church and Community Centre (MUCCC) in Templestowe, opened in 2021. The Centre contains worship spaces, an auditorium, playgroup facility, numerous meeting areas, an administration hub and a commercial café. MUC is committed to using the Centre to encourage varied opportunities for spiritual development and worship, as well as broad engagement with and participation from the community.

We work to be communal in nature, welcoming members and the community into the lived reality of the Christian story. This is a place where it is evident that visitors, guests, volunteers, staff and church members are highly valued and well catered for.

2. Vision

To be a living, breathing space that serves and fosters connection within Manningham Uniting Church and the community.

3. Position Overview

The Communications Coordinator supports the effective delivery of communications across the church and community centre. The role focuses on maintaining digital platforms, delivering approved communications, and assisting staff and ministry leaders to engage with the wider community.

The position delivers communications aligned with directions set by Church Council, the Coordination Team, and relevant committees, under the supervision and coordination of the Operations Manager, while contributing professional recommendations to support engagement and continuous improvement.

4. Reporting Structure

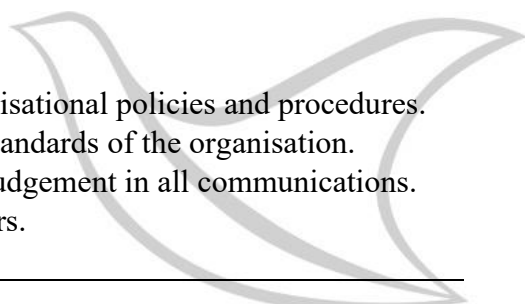
Reports to the Operations Manager

5. Key Responsibilities:

- Manage and update social media platforms and website content in line with approved messaging and priorities.
- Prepare and publish communications materials (e.g. posts, newsletters, flyers, and event promotions) using approved templates and branding.
- Respond to general enquiries and coordinate communication requests, escalating where appropriate.
- Administer shared email accounts and assist with the distribution of approved communications.
- Support basic coordination of communications and audio-visual (AV) needs for events and activities.
- Work collaboratively with staff, ministry leaders, and volunteers to gather and deliver content.
- Experience in promoting to the younger generation.
- Ability to attend a monthly night meeting.

6. Governance, Compliance & Boundaries

- Work within agreed role responsibilities and follow organisational policies and procedures.
- Ensure communications reflect the values, mission, and standards of the organisation.
- Maintain appropriate confidentiality and exercise sound judgement in all communications.
- Seek guidance or approval for sensitive or complex matters.



- Day-to-day supervision, coordination, and task allocation are provided by the Operations Manager.

7. Skills & Competencies

- Strong written communication skills.
- Experience managing social media and digital platforms.
- Ability to update website using a CMS.
- Ability to work with Adobe Creative Cloud or a willingness to learn.
- Basic graphic design skills using templates (e.g. Canva or similar).
- Ability to manage multiple tasks effectively within limited weekly hours.
- Strong organisational and interpersonal skills.
- Ability to work respectfully within a faith-based and community environment.
- Provision of samples of past work is essential.

8. Experience & Qualifications (Desirable)

- Tertiary qualifications communications, marketing or related field. (Highly Desirable)
- Experience in communications, marketing, administration, or a related field.
- Experience within a faith based organisation, not-for-profit, or community group is desirable.
- Familiarity with branding, content planning, and community engagement communication techniques.

9. Special Requirements of the Position

- Capacity and willingness to work within the doctrine, ethos and policies of the Uniting Church.
- Be respectful of all peoples regardless of age, race, gender, faith and/or health and mental capabilities.
- Successful National Criminal History Check.
- Current Working with Children Check, or willing to obtain the check immediately.
- Have undertaken or is committed to attending Safe Church Training.
- Have the relevant first aid skills or be willing to undergo training.
- Willing to undergo emergency fire warden training.
- Entitled to legally work in Australia at the required capacity.
- From time to time, it will be necessary to work extra hours to support, and help functions and events. This may include work on the weekends or nights. Compensation in terms of Time-in Lieu may be negotiated.

