



Role: Methodist Peace Fellowship Coordinator

Responsible To: Methodist Peace Fellowship Executive

Managed by: Director, the Fellowship of Reconciliation

Hours: 14hrs a month, pattern to be agreed

Pay: £15.00per hour

One year contract. Potential for extension.

Main purpose

To support and grow the Fellowship activity by providing vital communications material and administrative support.

Key activities

- a) To create and share content on social media that promotes the MPF message (40%)
- b) To coordinate the use and display of the MPF banner exhibition and other promotional opportunities (30%)
- c) Administrative support to the network, including supporting meetings of the executive (20%)
- d) Other duties as requested and agreed (10%)

Key Results/Objectives

- a) Social media material captures the imagination of the MPF audience by being relevant, interesting and creative.
- b) MPF exhibition visits a wide range of locations and makes an impact where it goes.
- c) The executive helps lead the Fellowship in a period of growth via proper administrative support.

Training and induction will be provided

Person Specification

Essential Experience

- Experience of using Social Media to promote ideas and messages
- Basic administration skills
- Experience of the Microsoft Office suite
- Experience in using a CRM to manage contacts/communication
- A demonstrable interest in peace

Desirable Experience

- Experience of working through a committee/group/volunteers to achieve outcomes
- Minute taking and support for a committee
- Supporting creation and delivery of a touring exhibition
- Knowledge of the Methodist Church, its people, structure and beliefs.

Applications close Friday 10th October at 12noon.

To apply please send a short CV and cover letter detailing your interest in the role and key parts of your experience to methodist@for.org.uk