

Role Description for a Programme and Marketing Manager:

Terms of Appointment:

Hours: 21 Hours per week

Place of Work: Epiphany House Truro Cornwall TR1 3DR

Salary: £15000.00 per annum.

Holiday Entitlement: 16.8 days including statutory holidays

Probationary Period: 3 months

Pension: The Trust offers a limited Stakeholder Pension Scheme, whereby it will match voluntary employee contributions up to a maximum of 5% of gross salary. A contracting out certificate pursuant to the Pension Scheme Act 1993 is not in force.

There is an Occupational Requirement that the postholder is a practising Christian, in accordance with the Equality Act 2010.

There will be a requirement for a DBS check.

Programme and Marketing Manager

The Programme and Marketing Manager will work closely with the Chief Executive Officer, House and Operations Manager and other staff to sustain and continue the development of the ministry of the House within both its spiritual and commercial dimensions.

Main Responsibilities:

- The Programme and Marketing Manager will oversee the Annual Programme for Epiphany House.
- Be responsible for all advertising and marketing of the programme.
- Oversee the Epiphany House website and social media delivering consistent and engaging content incorporating an on-line booking system and payment portal.
- Assist CEO to develop and implement a comprehensive strategy for the ministry of Epiphany House, encompassing spiritual practices, events, retreats, and conferences.
- Regularly assess the effectiveness and impact of the House's activities gathering feedback from participants and stakeholders. Implementing any improvements to enhance the quality and relevance of offerings.
- Act as a primary contact for external groups seeking to utilise Epiphany House for events, retreats, worship, conferences, and other activities.
- Proactively engage with other retreat centres throughout the country to establish meaningful connections, foster collaboration, and share resources and best practices.
- Perform other reasonable duties as required to ensure the smooth running of the House.

Personal Profile:

Essential

- Web design skills.
- Understanding of On-line booking system computer programme and being able to train other members of staff to use this.
- Understanding of Payment portal computer programme and how this can be used in other areas of the house such as paying for shop items, donations.
- SEO (Search Engine Optimisation) understanding and how to enhance traffic to our website.
- Researching Retreat Leaders and Programme Leaders from across the Christian Networks
- Networking with Ecumenical Christian contacts throughout the county and possibly further afield.
- Good Team player.
- Willingness to work contracted hours on a flexible basis in line with Programme needs.
- Understanding of and sympathy with Epiphany Trust's Christian values and background and a commitment to uphold and work within these values.

- Strong written and oral communication skills
- Knowledge of Charity rules and regulations in relation to promotion of the House's Programme.

How to Apply:

Please send a full CV and a covering letter of no more than 2 sides of A4 that addresses how your skills meet the criteria for the role of Programme and Marketing Manager.

Please email to ceo@epiphanyhouse.co.uk with the subject line being Programme and Marketing Manager, by 12 noon Monday 17th June 2024

Interviews will be held week beginning the 24th June.

Please also attach the names, email, and phone numbers of 2 referees, (preferably one from current employer) and one personal who can be approached (with your consent) for a reference later in the process. They will not be contacted without your knowledge.