



# 'THEOS'

## Job Description

<b>Job title</b>	<b>Marketing and Communications Manager (Theos)</b>
<b>Reporting to</b>	Head of Content and Communications (Theos)
<b>Staff responsibility</b>	Communications Intern (Theos) and Marketing Support Officer for The Sacred
<b>Location</b>	London-based (with some flexibility to work from home)

### What we do

Theos is a Christian think tank which exists to stimulate debate about the place of religion in society, challenging and changing ideas through research, commentary and events.

As part of the wider Bible Society, Theos seeks to promote a biblical imagination for society across politics, media, the arts, education, and business.

### Summary of role

The Marketing and Communications Manager is a core role on the Theos team.

The role works directly with Theos' Head of Content and Communications (HoC) and Creative Content Designer and Animator on the delivery of a communications strategy focused on increasing Theos' visibility and impact.

Utilising an excellent understanding of digital marketing and content creation, this role will manage Theos' digital and social media channels, leading on the development and delivery of high-quality video, audio and image based content, work on communication strategies to support new research and report launches, and work closely on the production of Theos podcasts including The Sacred podcast.

It will also involve working with Theos' Operations and Events Manager across Theos' online and offline events programme.

### Main responsibilities

- Develop and implement communications strategies for new projects and research launches, in collaboration with the Head of Content and Communications
- Write creative briefs, brief in-house and freelance creatives and review creative work including graphic elements, images, video content and animations
- Film, edit and publish video footage of Theos content including events, creative projects and promotional assets



# 'THEOS'

- Oversee Theos' social media channels, assisted by the Communications intern including development and management of a weekly schedule of curated and original content responding to the news agenda in a topical and tactical way
- Oversee the Theos website, including commissioning engaging blog content internally and externally, assisted by the Communications Intern
- Plan, deliver and monitor paid social media campaigns/activity across Theos and The Sacred Podcast
- Upload new content and manage relationships with any external consultants, web hosting platforms and design agencies
- Monitor effectiveness of the communications strategy through generating a monthly digital analytics report
- Lead on the production of the monthly Theos newsletter
- Work with Theos' Operations and Events Manager on the planning and delivery of events for Theos, both online and in person
- Manage production for Theos' podcasts, including The Sacred. This includes facilitating and filming recordings, transcribing episodes, paper edits, video and sound editing, liaising with sound engineer, uploading the final audio and content to the host platform and the Theos website

## **Management**

- Supervise and oversee the work of the Marketing Support Officer for The Sacred and Communications Intern
- Conduct monthly one-to-one meetings with direct reports as well as managing, supporting and motivating staff
- Create a positive working environment where direct reports can flourish as an individual and within the team
- Undertake annual and quarterly PDRs to encourage the development of direct reports as well as to meet the changing needs of our organisation
- Praise strong performance while dealing with underperformance promptly and directly

## **General**

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Dealing with day-to-day enquiries on the phone, by email and in person



# 'THEOS'

- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

## Who we need

### Knowledge

- Educated to degree level or equivalent experience in communications, marketing, media, or a related field
- Some understanding of public theology and of Theos' mission and objectives

### Skills and experience

- Excellent copywriting and content development skills, with the ability to write engaging, audience-focused content across different formats
- Highly creative, with the ability to produce compelling multimedia content and oversee production from concept to execution
- Experience in planning and executing digital marketing and promotional campaigns
- An interest in and/ or experience of podcast production
- Strong organisational and project management skills, with the ability to manage multiple priorities and deadlines
- Proven experience of using social media management and Ads manager software (e.g. Sprout Social, Hootsuite, Podigee, Twitter, Instagram and Facebook ads)
- Experience of using social media reporting tools (e.g. Google Looker Studio) to generate performance insights
- Proven experience using social media platforms, website content management systems and IT systems including Microsoft Office
- Proven experience of using video editing software (e.g. Adobe Premier Pro)
- Some filming experience with knowledge of mirrorless cameras (e.g. Sony A7iv)
- Some experience of using audio editing software (e.g. Logic Pro X, Izotope RX11)
- Some experience of leading or managing others (desirable)

### Personal attributes

- A commitment to the aims and objectives of Theos and the contribution that Christianity can make to public life
- A clear interest in the field of communications (particularly digital and social media)
- An interest in current affairs, news and culture
- A high level of attention to detail
- An ability to build strong working relationships with colleagues and external partners



# 'THEOS'

## Culture and character

### Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

### Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

**Character for leadership** – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

**Character for teamwork** – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

**Date produced:** 31 March 2025

**Updated:**

**Bible Society**  
Stonehill Green, Westlea, Swindon SN5 7DG  
Registered charity 232759  
01793 418222  
biblesociety.org.uk  
Patron: His Majesty the King