

Digital Manager St Mary's Hanwell (Part time)

As a church, we value the use of digital tools for our own discipleship and growth, and also to reach out to our wider community to share Jesus and invite people to know Him.

The role will oversee and co-ordinate our digital resources (video, audio and social media) and help develop a clear vision and strategy to maximise their impact. They will create and co-ordinate a team of volunteers to help with content creation/editing.

Role Description

- Work with the Rector, staff team and volunteers to create a variety of digital resources for discipleship and outreach.
- Develop and implement a Digital strategy for St Mary's.
- Oversee the renewal and upkeep of the St Marys website.
- Co-ordinate the publishing of weekly digital resources (Online service video, teaching audio)
- Co-ordinate seasonal digital discipleship resources e.g. Lent, Advent, Easter
- Create and oversee a volunteer team with digital skills e.g. editing, filming
- Work in accordance with our safeguarding policy.
- Work under the vision and mission of St Marys

Skills required

- Understanding and experience of using digital platforms (e.g. YouTube/Social media/Podcast/websites)
- Understanding and experience of creating digital content (e.g. video/audio/graphics/websites)
- Experience using design software e.g. Canva.
- Good organisation skills
- Team Player
- Experience of working with volunteers
- Understanding and experience of editing process and skills.

Desirable

- A committed Christian who can be an active member of St Mary's church family

This is a part-time role: 4 hours per week at £25 per hour, initial 12 month contract

This post is subject to references and a DBS check in accordance with our safeguarding policies.

Application by CV and Covering letter

Closing Date 5pm Friday 11th September 2026