A close-up of a logo

AI-generated content may be incorrect.

Job information pack

Publishing and Events Assistant

An exciting part time role to support the Farsi Hub Ministry at Christ Church Gipsy Hill



A close-up of a logo

AI-generated content may be incorrect.Dear Applicant,

I am delighted that you have expressed interest in our role of Publishing and Events Assistant for the Farsi Ministry. I hope that you will find the information provided in the pack inspiring. I would be very happy to have an informal discussion about the role, and to provide more information; please contact me on [emma@gipsyhill.org.uk](mailto:emma@gipsyhill.org.uk)

This is an exciting opportunity to support the wider reach of the Farsi Ministry project based at Christ Church Gipsy Hill in its aim to develop bilingual resources which support other churches in their discipleship of Farsi speakers, and to enable the coming together of a network of churches and ministers seeking to share experiences and support one another.

If you feel called to be part of our journey, we would be delighted to hear from you. The closing date for applications is 30 March 2025. Interviews will take place on the 9 April 2025; this post is a fixed term post until 30 June 2028.

With best wishes

Revd Emma Lowth

Associate Vicar for Farsi Ministry

Christ Church Gipsy Hill

A close-up of a logo

AI-generated content may be incorrect.A black background with red text

Description automatically generated

Job Description

**Job Title:** Publishing and Events Assistant for Farsi Ministry [part-time]

**Reporting to:** Associate Vicar for Farsi Ministry

**Location:** Christ Church Gipsy Hill, 1 Highland Road, London, SE19 1DP

**Key Relationships:** Associate Vicar for Farsi Ministry, Farsi Ministry Assistant, Christ Church Staff Team

**Background to the job**

This is an exciting opportunity to support the wider reach of the Farsi Ministry project based at Christ Church Gipsy Hill in its aim to develop bilingual resources which support other churches in their discipleship of Farsi speakers, and to enable the coming together of a network of churches and ministers seeking to share experiences and support one another. This post is funded through a grant from the National Church.

**Job Purpose**

The purpose of this role is to prepare bilingual (Farsi and English) resources for online and offline publication, to update ministry webpages, and to provide administrative support to the Associate Vicar for Farsi Ministry in delivering services, events and conferences.

**Key Responsibilities**

1. Preparing page designs and correcting bi-lingual texts (with expert support where the text is not your mother tongue) for online and physical publication
2. Liaising with external printers
3. Updating webpages
4. Diary management, minute taking, meeting scheduling, printing and other office administrative tasks
5. Supporting the administration of network meetings and conferences.

**Person Specification**

The post holder will need to have an understanding of the needs of leaders wishing to disciple new believers.

This role also requires a DBS check and applicants must be able to demonstrate that they have the right to work in the UK.

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience and qualifications** | |
| A minimum equivalent level of English to IELTS B1 (Level 4-5) |  |
| **Skills/Aptitudes** |  |
| Fluency in Farsi and an understanding of Persian culture. (A working knowledge of at least the Persian alphabet would be a great advantage to a successful candidate.) |  |
| Must demonstrate excellent IT skills: able to work with MS Publisher, PDF, PowerPoint, Google Drive. |  |
| Excellent design skills. | Professional experience in Publishing and/or Web Design. |
| Must be able to update webpages using HTML | Professional experience as a translator or interpreter. |
| **Character and personal qualities** | |
| Demonstrate a desire to support the Christian faith of those coming from different cultures and backgrounds. | Experience living or working in a culture or country other than your own. |
| Excellent attention to detail and time management skills. |  |
| Demonstrate an understanding of the needs of Christian leaders wishing to disciple new believers, and particularly across two different languages. |  |
| Demonstrate a commitment to Church of England Safeguarding practices. |  |

**TERMS AND CONDITIONS**

**Publishing and Events Assistant**

A fixed term, part-time role - funded until 30 June 2028

**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Normal Place of Work**

Your normal place of work will be Christ Church Gipsy Hill, with flexibility to work from home for some hours per week.

**Salary**

The post has a salary of £5,042 [£25,210 pro rata] per annum.

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

7 hours per week, split over 2 or more days.

Core hours will include either Tuesday 2pm – 4.30pm, or Wednesday 2pm – 4.30pm. There is flexibility by agreement with your line manager.

**Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service [Pro rata for part-time hours].

The leave year runs from 1st January to 31st December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

**Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

**Pension**

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

**Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

**Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

**Termination of Employment**

During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months’ notice should you wish to resign and will receive a minimum of three months’ notice.

**Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

**Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

**Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**Equality and Diversity**

All staff are expected to demonstrate the value of ‘Respect for All’ and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

**Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

**Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.