



JOB DESCRIPTION

Position title:	Senior Engagement & Communications Officer
LCA Department:	LCA Communications
Line Manager:	LCA Communications Manager
Location:	LCA Churchwide Office, Adelaide
FTE:	0.8 – 1.0 (12-month contract)

About LCA Communications

The primary role of LCA Communications is to communicate to the wider church news and events across the church and to alert members and congregations to the services provided by the Churchwide Office's agencies and departments. LCA Communications currently oversees the church's print (including *The Lutheran*) and digital publications, online presence (websites and social media), e-communications, podcasts and videos. In the lead-up to the 2024 Convention of General Synod, LCA Communications is playing a vital role in engagement and communication for the Way Forward project.

From 2024 LCA Communications will increase its focus on active engagement with stakeholders across the church and will broaden its services to include the Worship Planning Page, mission and ministry resource collection and curation, fundraising, and emergency response.

Purpose of the position

To support Churchwide operations and the broader mission and ministry of the LCA through effective communication across the church, particularly through active engagement with stakeholders

Primary responsibilities

The Senior Engagement & Communications Officer will:

- Develop and implement plans for improved engagement with congregations, Districts and agencies across the church
- Work with Churchwide and District officers to develop themes and content for regular webinars and other methods of connecting with stakeholders
- Collect and curate resources and make them easily available to members, church councils and mission/ministry groups
- Support the Worship Planning Page and Daily Devotion resource
- Write engaging copy for the LCA's print and digital publications, social media and videos
- Conduct and record interviews, edit and produce podcasts
- Work with Churchwide officers to develop and implement an integrated fundraising program

- Assist the Communications Manager in developing and implementing churchwide communications plans for projects, events and significant news items
- Assist with the ongoing development and improvement of the LCA website and eNews services, monitor data and report on trends
- Assist with the development of policies and procedures relating to communications and engagement, and support other Churchwide officers in the rollout of their policies and procedures
- Support the LCA Communications Manager, Publications Editor, and Coordinator as required from time to time by the Communications Manager

Required qualifications, skills and qualities

- Journalism or editing qualification and/or equivalent experience and demonstrated skills
- Determined ability presenting to live audiences and on-screen
- A love for engaging with people and listening to them
- Interviewing skills
- Some experience in CMS and EDMs
- Ability to work in small teams of staff and contractors
- High energy and drive
- Ability to work unsupervised, demonstrate initiative and self-discipline
- Ability to manage competing tasks, to prioritise and meet deadlines
- Attention to detail and commitment to high-quality outcomes
- Preparedness to learn new skills and improve existing ones
- Sound understanding of the Lutheran Church, its people, practices and culture
- Active member of the Lutheran Church or another Christian denomination

Desirable

- High level of experience/competence with CMS, preferably WordPress
- High level of experience/competence designing and managing EDMs
- Experience producing podcasts and scripting videos
- Fundraising experience