



THE CHRISTIAN
HERITAGE CENTRE
at Stonyhurst

Marketing & Administration Assistant

The Christian Heritage Centre at Stonyhurst is looking for an assistant to support the charity's operation in a multi-faceted role as part of a small team, with a particular emphasis on marketing and communications.

The charity offers a programme of Catholic theological and spiritual formation to a range of audiences within the Catholic Church. At the same time, the charity's residential and conference facilities, Theodore House, are made available on a commercial basis to third-party individuals and groups.

The marketing assistant will be tasked with the following duties:

Marketing & Communications:

To continue developing the CHC's marketing and communications reach within the Catholic Church on the basis of guidelines provided by an external marketing consultancy. To prepare, schedule and deliver communications about the CHC's activities to its partners and marketing channels through email and social media. To maintain and update the CHC's website. To curate the CHC's newsletter and subscriber database.

Event management and admin:

To manage enquiries and bookings for the charity's events, delivering information and follow-up to participants. To assist with the delivery of events through preparation and hospitality.

Hospitality & guest admin:

To support the Theodore House operation through meeting and greeting, checking-in and supervising individuals and groups using the facilities, and some administration of guest bookings.

The accommodation offered as part of this role will consist of a large, en-suite room with its own access, in the annexe of Theodore House. This is to enable the assistant to easily provide hospitality to guests when required and to serve as an on-site point of reference for guests when on duty.

For where your treasure is there will your heart be also Matthew 6:19-21

Tel. 01254 827329 Email: director@christianheritagecentre.com
The Christian Heritage Centre, Stonyhurst College, Clitheroe, BB7 9PT Website: www.christianheritagecentre.com

UK Registered charity no: 1149129 / UK Registered company no: 08095123



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Knowledge and experience:

The work involves supporting a Catholic educational project, so it is essential that the candidate has a lively and solid Catholic faith and a good understanding of the Catholic Church in the UK. The successful candidate should be conversant with Catholic Liturgy and have a sound catechetical knowledge.

A qualification and-or experience in marketing or communications is highly desirable.

A very good level of general competency with ICT software and social media will be required. Competency with WordPress and MailerLite will be necessary to have or to develop, as with a CRM software package.

Personal attributes:

Given the varied nature of the work the successful candidate should be able to structure their time independently and identify and manage priorities appropriately. The candidate will be working alongside a small staff and should be a willing team player, able to adapt to varying needs, whilst also being a self-starter. A personable and dependable character is essential!

Working hours:

40 hours per week, which will regularly involve evenings and weekends as required by the charity's events or for the provision of hospitality to guests.

Reporting:

The assistant will report to the Director of the charity.

Work location:

Theodore House, Stonyhurst, Lancashire

Contract:

1 year, commencing September (exact start date is negotiable)

Salary: Dependent on experience, plus accommodation on-site.

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