



Post: Communications and Marketing Administrator

Reports to: Director of Operations

Salary: £28,865.20 (£8247.20 pro rata 10 hours per week) Fixed term contract for 12 months

WELCOME

Thank you for taking the time to read through this role description and person specification for the post of Communications and Marketing Administrator at Bristol Baptist College.

This is a new role, and we are excited about the opportunity it presents to shape and develop it in ways that will support the ongoing mission and ministry of the College. The person appointed will be someone who communicates in a way that is warm, engaging and authentic. You will be someone who notices the details, takes pride in producing high-quality work and is excited by the opportunity to help share the life, vision and work of the College with a wide range of people. Whether you're updating our website, creating social media content or gathering stories from students and staff, your work will help people understand who we are and what God is doing through the College.

The College is a vibrant community of people, committed to following Jesus Christ and learning and growing together as they seek to respond to the call of God on their lives. The aim of Bristol Baptist College is to share in the mission of God in the world through the formation of competent, passionate, spirit-filled and evangelical people for different forms of Christian ministry. We seek to accomplish this by enabling our students to be disciples of Jesus Christ who love God, and who love and understand the Scriptures, the Church and the Christian faith. We help them to live in ways that authentically express this love and understanding.

Our students communicate their passion for God within the church and beyond it; they are equipped to oversee and support the discipleship of others; they are team players who offer leadership to churches and to the wider community; and they participate in and to lead the tasks of mission. They are equipped to do this in churches of any tradition, but we have a particular love for, sympathy for, affinity with and understanding of the Baptist tradition as it is expressed through the churches, associations, and colleges of Baptists Together (Baptist Union of Great Britain [BUGB]). For more information on our aims and values please visit our [website](#).

NEXT STEPS

We hope that you will take time to consider the information contained in the following pages. If you would like an informal conversation as you consider things, please email me to arrange a mutually convenient time via hamblin@bristol-baptist.ac.uk.

Please note that the closing date for all applications is **midnight on Sunday 16th August 2026** Shortlisting will take place on **Tuesday 18th August 2026** Interviews will take place on **Tuesday 25th August 2026**.

With warm best wishes,
Rhiannon Hamblin
Director of Operations

Communications and Marketing Administrator

Location of Work: Your normal place of work is Bristol Baptist College, Duncan House, Clifton Down BS8 3NJ. The college building is closed on Mondays, so you would be required to work from home if working on Mondays. Some college events are held at other locations in Bristol, and you may be expected to attend these.

Responsible To: Director of Operations

Key Relationships: Director of Operations, Principal, staff team, visitors and students.

Fixed Term Contract: 12 Months

Salary: £28,865.20 (£8,247.20 pro rata 10 hours per week)

Hours: Part time, 10 hours per week (0.29 Full Time Equivalent)

Working Pattern: The successful candidate would ideally work Tuesday and Wednesday 9:00am – 3:00pm (with a 1-hour unpaid lunch break.) Lunch is provided on Tuesdays and Wednesdays during term time. We are happy to discuss flexible working arrangements, and days and hours may be negotiated with the successful candidate.

Job Purpose:

Following a recent rebranding process, we are seeking a Communications and Marketing Administrator to help implement and embed our new brand identity and strengthen our communications and promotional outreach for our three delivery centres. The postholder will play a key role in communicating the College's vision, values and programmes to prospective students, supporters, alumni, and partner organisations.

The successful candidate will help ensure that the College's communications, digital presence and promotional materials consistently reflect our commitment to forming able, passionate, Spirit-filled and evangelical women and men for a wide range of Christian ministries and mission.

While it is not a requirement that the applicant be a Christian, they will need to be in sympathy with the ethos and aims of the College to support the smooth running of the College.

Key Responsibilities:

Brand Implementation

- Support the implementation of the College's new visual identity and messaging.
- Review existing communications and recommend updates to align with the new brand.
- Develop and maintain templates for presentations, newsletters, social media, and printed materials.
- Help ensure consistency across all public-facing communications.

Marketing Support

- Support student recruitment through the promotion of courses, open days and other College events.
- Help strengthen engagement with churches, supporters, and partner organisations, overseen by our Director of Regional Engagement.

Digital Communications & Promotion

- Manage and update the College website.
- Create, schedule and monitor social media content.
- Produce the term-time weekly newsletter and other email communications.
- Promote courses, conferences, events and College activities through digital and printed communications.
- Support engagement with prospective students, alumni, churches, supporters and partner organisations.

Content Creation

- Gather and share stories from students, staff, alumni, and partners.
- Write engaging content for digital and printed communications.
- Assist with photography, video, and other promotional content where appropriate.

Administration

- Update communications databases and mailing lists where needed.
- Monitor communications performance and provide basic reports.
- Coordinate external suppliers where necessary.

This list of duties is not exhaustive and may be subject to change or additional responsibilities as required.

Person Specification**Essential**

- Experience in communications, marketing, digital media or a similar role.
- Excellent written and verbal communication skills, with strong attention to detail.
- Experience managing website content and social media platforms.
- Strong organisational skills with the ability to prioritise work and meet deadlines.
- Ability to produce engaging written content for a range of audiences.
- Confident using Microsoft Office and digital communication tools.
- Ability to work both independently and collaboratively.
- An understanding of, and willingness to work within, the Christian ethos and mission of Bristol Baptist College.

Desirable

- Experience supporting the implementation of a brand or visual identity.
- Knowledge of Canva, Affinity, Adobe Creative Suite or similar design software.
- Experience in higher education, theological education, churches, charities or the voluntary sector.
- Photography, videography or graphic design skills.
- Experience using website content management systems and email marketing platforms.