



Communications Coordinator

Role Description

This is a volunteer appointment which is primarily home based.

The person appointed will be a full member of the Executive team of Methodist Women in Britain (MWiB)

Suitable equipment [e.g. computer, printer] will be provided to ensure work can be carried out effectively.

All reasonable expenses incurred in carrying out the role will be reimbursed.

Role expectations:

- Good written skills with attention to detail, and the ability to meet deadlines are required
- Competent IT skills [email and attachments, Microsoft Office programmes such as Publisher, Word, Powerpoint, Excel]
- Attend meetings of the Executive team, Trustees, and Annual Conference [known as Swanwick] plus World Federation day [October]
- Compile and distribute newsletters [normally quarterly] and other mailings as necessary, and maintain the database
- Be the correspondent for the British Unit of the World Federation of Methodist and Uniting Church Women
- Maintain the MWiB diary
- Support the compiling of agendas for meetings [as above], collating reports and Powerpoint presentations as appropriate
- Liaise with the digital media coordinator to keep the website up to date
- Manage mail boxes of the Executive team, forwarding messages to colleagues as appropriate
- Support the development of social media outlets Facebook, YouTube to promote MWiB.
- Compile the Annual Report , arrange printing and support its distribution
- Oversee the maintenance of relevant licences to ensure they are kept up to date [e.g Zoom, CCLi, LOML]
- Maintain the MWiB and WFMUCW archive.
- Convene a task group to support the administration work as required.

World Federation of Methodist and Uniting Church Women [WFMUCW]

- As Unit correspondent you will have a place at the World Assembly [August 2026]
- Receive and disseminate information from Area and World Officers as appropriate, particularly the *Tree of Life* magazine [quarterly] and the *Call to Pray* [monthly] from the World President
- Collect and forward contributions to the *Tree of Life* as requested
- Forward relevant documents to the WFMUCW's archive at the end of a quinquennium

June 2022