



Job title	Content & Social Media Coordinator
Location	Full-time office-based at Christian Focus Headquarters in Easter Ross (IV20 1TW). Remote working arrangements not available at present.
Salary	Negotiable within the constraints of a ministry opportunity
Closing Date	Friday 13 th March 2026

Job Description

Reporting to	Marketing Manager
Main purpose of job	The primary focus of this role is to maintain Christian Focus' social media platforms.
Key tasks	<ul style="list-style-type: none">• Create, schedule and post regular content on Christian Focus' main channels (Instagram, X, Facebook, Substack, YouTube, Podbean).• Plan out social content, ensuring that there is a good mix of post types and that relevant books are promoted.• Create videos and posts using a mixture of photography, videography and graphic design to promote our books, authors and events, and keep our followers updated on the life and happenings of Christian Focus.• Keep up to date with social media trends and analytics.• Ensure social media content aligns with the branding guidelines and ethos of Christian Focus.• Work with the design administrator and marketing team to ensure a cohesive digital marketing effort.• Handle other marketing tasks as required.• Undertake some editing and proofreading work, primarily for our children's books.• Assist with the administration of Translation Rights enquiries, requests for information or files, processing and filing of contracts, and distribution of relevant text and image files.• Direct email queries and phone calls to relevant staff.

	<ul style="list-style-type: none"> • Additional administrative tasks as required. <p>This list of duties is not exhaustive but highlights the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.</p>
Responsible for (staff/equipment)	

Person Specification

Essential	<ul style="list-style-type: none"> • Familiarity with all social media channels • Ability in design using graphics software – some knowledge of Adobe software is recommended • Highly developed communication skills • Strong organisational skills • Ability to work both independently and as part of a team • Good attention to detail
Preferable	<ul style="list-style-type: none"> • Good understanding of Photoshop, InDesign and Canva • Good understanding of Microsoft Excel • A keen eye for photography and videography • Experience with editing tools such as Lightroom and Davinci Resolve • An understanding of Christian Focus' ethos and content style
Other	<ul style="list-style-type: none"> • There is an Occupational Requirement that the post holder should have a genuine and active Christian faith and church commitment • Due to the rural location of the office, a full driving licence would be beneficial