

# JOB OPENING

## COMMUNICATIONS COORDINATOR

**EMPLOYER :**

OCCA The Oxford Centre for  
Christian Apologetics

**JOB TYPE :**

Full-Time/Permanent

**JOB LOCATION :**

Oxford, UK

**INDUSTRY :**

Non-Profit Christian Charity

**SALARY :**

£33,927pa - £38,170pa

**INTERVIEW DATES:**

Early September

### JOB DESCRIPTION

Are you an organised multitasker with a flair for digital content? We're looking for a proactive Communications Coordinator to help shape and deliver content across our digital channels. This is an exciting opportunity to combine creativity, organisation, and purpose in a role that supports our mission of helping people encounter the goodness, truth, and beauty of the gospel.

Working closely with the Head of Communications and the rest of the communications team, this successful candidate will coordinate, publish, and distribute content across social media, websites, email marketing platforms, YouTube, and other digital channels.

This role is ideal for someone who enjoys bringing creative projects together, can confidently manage multiple priorities, and wants to use their digital communications skills to help people encounter the goodness, truth, and beauty of the gospel through thoughtful, culturally engaged apologetics.

### RESPONSIBILITIES & DUTIES

**Social media content creation**

- Help support the creation, as well as scheduling and publishing, of content across social media platforms.
- Upload and optimise YouTube videos.
- Ensure content is published accurately and on schedule.

### **Email Marketing**

- Build and schedule email campaigns using OCCA's email marketing platforms.
- Format, proof, and test emails before sending.
- Maintain audience lists and segmentation.
- Support event, donor, and marketing communications.
- Monitor email performance and report on results.

### **Website Co-ordination**

- Create and publish content and event webpages.
- Upload articles, videos, and resources.
- Ensure information remains accurate and up to date.
- Conduct routine quality checks on websites and digital assets.

### **Content Communications Coordination**

- Maintain and manage the communications calendar.
- Support the coordination of workflows between writers, designers, videographers, and stakeholders.
- Track project deadlines and ensure timely delivery.
- Organise and maintain digital asset libraries.
- Support campaign planning and implementation.

### **YouTube & Digital Platforms**

- Upload videos content
- Write video descriptions and metadata.
- Add thumbnails, chapters, playlists, and end screens.
- Ensure content follows platform best practices.

### **Brand Stewardship**

- Ensure consistency across all communications channels.
- Apply OCCA brand guidelines and editorial standards.
- Support quality control across published content.

## **EXPERIENCE & QUALIFICATIONS**

### **Essential**

- Degree or relevant qualification or experience in communications, marketing, media, digital content, or a related field.
- Excellent organisational skills and attention to detail.
- Strong written communication skills.
- Experience using social media platforms professionally.
- Experience using website content management systems (e.g. WordPress).
- Experience with email marketing platforms such as Mailchimp.
- Ability to manage multiple projects and deadlines simultaneously.
- Strong administrative and project coordination skills.
- Ability to work independently and collaboratively.
- Strong alignment with OCCA's Christian mission, values, and statement of faith.

### **Desirable**

- Experience managing YouTube channels.
- Familiarity with SEO principles and content optimisation.
- Basic graphic design skills.
- Experience working within a church, charity, ministry, or non-profit organisation.
- Familiarity with analytics tools such as Google Analytics and YouTube Studio.

## **BENEFITS**

- Generous holiday entitlement.
- Pension contribution.
- Professional development opportunities.
- A collaborative and mission-driven team culture.
- Meaningful work that helps people engage thoughtfully with the Christian faith.
- Other employee assistance programmes

## **ABOUT OCCA**

OCCA exists to help people meet Jesus by engaging the questions that often keep them from faith.

Through speaking, training, events, digital content, and educational resources, OCCA equips Christians to share and defend the gospel with confidence, wisdom, and grace. Our

work takes place in churches, schools, universities, businesses, prisons, conferences, and online platforms across the UK and around the world.

We believe that the gospel is both intellectually credible and deeply relevant to the questions people are asking today. Our mission is to create opportunities for people to encounter Christ by engaging life's biggest questions with honesty, compassion, and truth.

Our organisation has a strong Christian ethos and so this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practicing Christian with a mature faith and to clearly demonstrate a personal commitment to the mission, principles, values and practices of OCCA.

## HOW TO APPLY

To apply, please email a cover letter and CV to [recruitment@theoCCA.org](mailto:recruitment@theoCCA.org). Applications must be received by **Monday, the 10<sup>th</sup> of August, 2026**.

In your application, please ensure that you:

- Include relevant examples or a portfolio of sample material demonstrating your qualifications
- Look at OCCA's social media channels (all available on [theoCCA.org](http://theoCCA.org)) and explain ways that your skills could benefit OCCA's mission.
- Include background relevant to the Genuine Occupational Requirement, demonstrating your Christian faith.

Candidates who are selected for interview will be contacted to arrange a date around the first week of September. Interviews may involve a practical skills exam relevant to the role.