

Role: Events and Marketing Officer

Location: St Mary-le-Bow Church, Cheapside, London

Salary: £14,500 per annum

Hours: 14 hours per week (0.4 FTE)

Reporting to: Rector



Deadline: Noon Wednesday 29th April

How to Apply: CV and Cover Letter to frsimon@stmarylebow.org.uk

Interviews to take place in person at St Mary-le-Bow in the first weeks of May, date to be confirmed.

Purpose of the Role

St Mary-le-Bow is seeking a creative and organised Events and Marketing Officer to support the launch and ongoing promotion of a new Thursday evening public talk series and a regular Compline service, designed to engage City workers and visitors to the Square Mile, alongside marketing and promotion to grow congregational attendance at regular and festival services and events.

The role will focus on planning, promoting, and delivering high-quality events that connect faith, culture, and contemporary life, while raising the profile of St Mary-le-Bow as a welcoming spiritual and intellectual centre in the City of London.

Key Responsibilities

Events

- Support the planning, coordination, and delivery of Thursday evening talks and Compline services
- Liaise with speakers, clergy, musicians, and volunteers to ensure smooth event delivery
- Manage event logistics including schedules, space setup, guest lists, and basic hospitality
- Attend events as required (particularly Thursday evenings)

Marketing & Communications

- Develop and implement marketing plans to promote regular and festival services and events to City workers
- Create engaging content for digital channels (website, email newsletters, and social media)
- Design or coordinate promotional materials (posters, flyers, digital graphics)
- Maintain up-to-date events listings across relevant platforms
- Monitor engagement and attendance, using insights to improve reach and impact

Audience Engagement

- Identify and build relationships with City-based organisations, networks, and partners

- Help shape messaging that speaks to professionals seeking reflection, culture, and community
- Welcome attendees and help foster an inclusive, thoughtful atmosphere

Administration

- Maintain event calendars, contact lists, and basic reporting
- Track marketing activity and attendance data
- Support evaluation of the new programmes and events during their launch phase

Person Specification

Essential

- Experience in events coordination and/or marketing or communications
- Strong written and verbal communication skills
- Organised, reliable, and able to manage multiple tasks independently
- Comfortable working in a church setting and sympathetic to its mission
- Availability to work some Thursday evenings

Desirable

- Experience marketing to professional or cultural audiences
- Familiarity with social media platforms and email marketing tools
- Interest in theology, music, public talks, or faith-and-work engagement
- Basic design skills (e.g. Canva or similar)

What We Offer

- The opportunity to shape an exciting new programme in a historic City church
- Flexible working hours around a regular weekly commitment
- A collaborative and supportive team environment
- A role with real scope for creativity and impact

Where necessary for a role, subject to the advice of the diocesan safeguarding team, necessary DBS checks will be undertaken.