

CHRISTIANITY  
**EXPLORED**  
MINISTRIES

## Product Manager

Our aim at Christianity Explored Ministries is to introduce people to Jesus in the pages of Scripture. To do this we produce a range of materials which help Christians to share their faith honestly, clearly and biblically.

This is an exciting time to be joining Christianity Explored Ministries. Over the next year we will be refreshing our brand and our suite of courses, and developing new ways to help churches in the UK and internationally develop a culture of evangelism within their local context. Our new Product Manager will play a pivotal role in this task, taking the lead in owning key products and materials and supporting our Director of Product Development in the creation and promotion of new courses, resources and content.

Job Title:	Product Manager
Salary:	In excess of £35,000, depending on experience.
Location:	Central London
Hours:	Full time, 37.5 hours per week
Reports to:	Director of Product Development
Annual Leave:	25 days, plus bank holidays

### *Job Summary*

The Product Manager will play a crucial role in assisting the Director of Product Development in delivering high-quality products, content, and communications for Christianity Explored Ministries. This position requires strong organisational skills, attention to detail, and a passion for resourcing the church to create a culture of evangelism in their local context. An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

### *Key Duties and Responsibilities*

#### Project Management

- Plan and coordinate various projects related to product development and content creation for Christianity Explored Ministries
- Track project timelines, milestones, budgets, and deliverables
- Facilitate communication between project stakeholders, organise meetings and help team members and freelancers stick to deadlines

- Oversee development lifecycle of multiple products, from idea creation to launch and marketing
- Support the director of product development in managing the roll-out of the new Christianity Explored brand in the UK and internationally

#### Content Coordination

- Coordinate the development and production of various content types, including written materials, audio, and video
- Work with content creators, editors, and designers to ensure quality product creation and consistency with the Christianity Explored messaging and brand
- Manage content calendars and schedules

#### Administrative Tasks

- Maintain project documentation and records
- Coordinate meetings and events
- Handle administrative tasks as and when required
- Lend expertise to in-house design, content creation, and publication projects

#### *Person Specification*

- Previous experience in project management, communications, or a related field
- Organised and strategic thinker who can set clear and coherent goals and make effective plans to meet them
- Excellent written and verbal communication skills
- Knowledge and experience of using project management tools and software
- Knowledge and experience of graphic and video editing software (e.g. Adobe, Canva, Capcut, Davinci Resolve)
- Passionate about fostering a positive and productive work environment, empowering teams to achieve agreed goals
- Enthusiasm for the mission and ethos of Christianity Explored Ministries.
- Have permission to work in the UK by the start of their employment.
- An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.

#### *Additional Skills (Preferred)*

- Knowledge of UK church networks
- Knowledge and interest in digital marketing and social media best practices and trends
- A keen understanding of current and emerging cultural trends to ensure our products remain relevant and appealing to a variety of audiences

*How to apply:*

To apply, send the following to [recruitment@christianityexplored.org](mailto:recruitment@christianityexplored.org):

- CV
- Completed application form
- A covering letter explaining why the role is of interest to you and how you meet the person specification

Closing Date: Friday 8th November 2024

Interviews: Week commencing Monday 18th November 2024

Starting Date: Monday 13th January 2025