

## **Job Description: Kardia Project and Communications Coordinator (part time)**

<b>Reports to:</b>	Ruth Filmer (founder of Kardia)
<b>Hours:</b>	16 hours per week
<b>Salary:</b>	£14 per hour
<b>Holidays:</b>	28 days per year (pro rata)

### **Purpose**

Kardia is a ministry under Hope Church Lytham and is an early intervention mental health resource that equips youth leaders to tackle mental health issues with teenagers. We are seeking an energetic and motivated individual to drive forward and promote Kardia.

The ideal candidate will be a devoted Christian, an advocate for young people and will be passionate about good mental health. The post holder will work alongside the founder of Kardia to make a difference in the lives of teenagers nationwide.

### **Main duties**

To develop and expand the brand of Kardia through raising awareness of the resource, including creating a good social media presence. To sign youth workers up to our training days to equip them to deliver Kardia in their own settings. To set up and host online training days, creating a warm and friendly environment for youth workers to access the training.

The role will be line managed by Ruth Filmer, founder of Kardia, and is accountable to the leadership and board of trustees at Hope Church Lytham.

### **Key Tasks:**

To take primary responsibility for the development of Kardia:

- To expand the Kardia brand, protecting its reputation and increasing awareness of the course in the public domain.
- To answer all email, social media and telephone enquiries relating to Kardia.
- To have a thorough understanding of Kardia, knowing the course material and being involved in its progression and improvement.

- To liaise with youth workers already using the Kardia resource, ensuring they have all they need for the effective delivery of the course.
- To host online training days, sending out links to training, allowing people access on the day, reading questions in the chat function to pass on to the trainer and creating a warm and friendly environment.
- To attend exhibitions (expenses paid, time paid in lieu) to promote Kardia in Christian and youthwork communities.
- To create a good online presence using social media platforms, ensuring all content is in line with the ethos of the brand and Christian values.
- To collate data from existing courses and present this in an accessible way to the line manager.
- To have a good understanding of safeguarding and ensure that Hope Church safeguarding policy is being followed (full training provided).
- To work with your line manager to plan and budget for Kardia, including applying for funding and charity grants to secure further funding.

## **Personal qualities and experience**

### **Essential qualities:**

- Pursuing a personal relationship with God as evident through personal devotion, prayer, Bible reading and engaging with local church life.
- A passion and heart for young people, advocating for them.
- A passion and heart for good mental health and wholeness.
- Highly motivated to get things done and working from home.
- Confident talking to people on the phone, online and face-to-face.
- Awareness of safeguarding.
- Awareness of mental health issues.
- Excellent communication, administrative and organisational skills.
- Willingness to grow in personal development.
- Good attention to detail.

### **Desirable experience:**

- Marketing / promotions.
- Previous safeguarding training.
- Supporting young people with mental health issues.
- Managing a budget.
- Writing creative social media posts.
- Networking.

## **Terms**

This post is re-numerated for 16 hours per week at a rate of £14 per hour, paid over 12 equal monthly payments by BACs in arrears. These hours can be flexible by arrangement, but some evening and weekend work is required, and out-of-area travel to attend exhibitions. The Post Holder can work from home for much of the role. The role is secured for 6 months in which time the post holder will be required to secure further funding to continue in the role. There will be a probationary period of 3 months.

The post is subject to satisfactory references.

## **Benefits**

- Laptop (to be returned to Kardia if employment comes to an end)
- Expenses, subject to approval from the line manager

## **Closing Date for Applications: 30<sup>th</sup> April 2026**

Please email your CV and a supporting statement that shows how you meet the criteria as laid out above and why you would like the position.

Email to: [ruth@kardiacourse.com](mailto:ruth@kardiacourse.com)