



DIOCESE of
WINCHESTER

COMMUNICATIONS & ENGAGEMENT ASSISTANT

Job Description Communications & Engagement Assistant

Responsible to: The Head of Communications & Engagement

Main Purpose: As part of the Communications & Engagement Team, to assist and help deliver key priorities within our wider comms & engagement strategy, with particular focus on digital channels including the e-newsletter, website and social media, as well as helping to provide training and support to our clergy and parishes in adopting new digital and communications platforms.

Hours: Full Time (35 hours a week)

Salary: Spine Point 6 £27,157 per annum

Responsibilities and Purpose:

1. Work with the Head of Communications & Engagement to create and deliver our key communication outputs, with particular responsibility for coordinating the weekly e-newsletter and other regular mailings – sourcing stories, photographs, events and resources from around the parishes, from our diocesan team, the diocesan environment committee and the national comms team.
2. To assist the Comms team with managing the diocesan social media channels, growing, and maintaining the organisation's online presence, including preparing an annual content plan, to engage colleagues, clergy and volunteers with the work and aims of the diocese, and to ensure our platforms allow stakeholders to provide comments and feedback on all that we do and to create a culture of shared ownership and storytelling.
3. To assist the Comms team with the management of the diocesan website, responding to colleague's requests for updates and changes, inputting into any creative and design development, as well as jointly managing the relationship with our web design company.
4. Working with the diocesan Creative Comms Officer to develop the diocese's use of film and video, and to assist with the creation of designed documents, reports and case studies.

5. To help nurture and co-ordinate the network of parish website editors and communications champions across the diocese, to encourage a culture of shared storytelling and two-way communication.
 6. To assist the Comms team with managing and developing the diocesan brand and style guide, ensuring a clear and consistent brand runs through all publications, reports, digital communication and films.
 7. To monitor and contribute to the development of communications policy particularly as it applies to pro-active communications with and between the parishes and worshipping communities of the diocese.
 8. Any other duties that may reasonably requested by the Head of Comms and Engagement and Diocesan Secretary.
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Personal Specification:

Qualification & Education

1. A good level of education in English and Maths is essential. Educated to degree level or equivalent professional qualification is desirable.
2. It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety

Background and Experience

3. Experience of working in an office environment and remotely.
4. Knowledge and experience of working in a large and complex organisation is desirable.
5. Experience of working in the field of communications or evidence of gaining experience through placement or work experience type opportunities is desirable.
6. Current knowledge and experience of using all forms of digital communications.

Skills and Personal Competencies

7. Substantial knowledge of administrative procedures, systems and software. Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages and a variety of databases.
8. Superb customer service skills, able to offer confident support and advice to a range of people and contexts.
9. Comfortable working across diverse areas of responsibilities, able to priorities and balance competing requirements and requests.
10. Excellent organisational and time management skills, reliability and attention to detail.
11. Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity and awareness of when to inform others.
12. A positive approach to work with a confident, professional and approachable manner, excellent interpersonal skills, able to be robust yet polite, exerting influence without authority.
13. Able to build and maintain effective working relationships with a range of people. Will work co-operatively with others to be part of a team.

Other

14. Confidential and able to handle sensitive information.
15. An understanding of and a commitment in principal to the Church's ministry and mission is essential.

Notes:

The following general principles should be noted:

- a. This role will be based at The Diocesan Office, Old Alresford Place, Alresford Hampshire, SO24 9DH with regular travel to Wolvesey, Winchester, Hampshire, SO23 9ND and limited travel to other parts of the diocese. It is anticipated that some home working may be available/necessary.
- b. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
- c. The role is offered on a permanent basis subject to a probationary period of 6 months.
- d. This is a full-time post (35 hours per week) Monday to Friday.

- e. The role holder will occasionally be required to travel about the diocese, often to remote locations, having access to one's own transport will be essential. The role holder must hold appropriate business use car insurance.
- f. The role is offered on the basis of the role holder having a right to work in the UK.
- g. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary & Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

Agreed 02032023