

## COMMUNICATIONS OFFICER

**Appointment Type:** Full time, permanent, 35hrs per week (A request for part time hours would be considered)

**Working Pattern:** Monday- Friday 9.00 - 17.00 though some evening and weekend work will be required (We will consider requests for flexible working on hiring)

**Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP

**Salary:** £22,000 -25,000 per annum depending on experience

**Benefits:** 25 days holiday per annum plus bank holidays and 5 closure days, plus employer's pension scheme.

**About:** The Diocese of Salford has an exciting opportunity for an enthusiastic Communications Officer to join our busy, dynamic team. They will assist the Communications Manager with a variety of external and internal communications involving both the work of the diocese and its parishes. The suitable candidate will understand and be sympathetic to the work of the Catholic Church, be passionate about supporting the work of the Diocese including promoting education and strengthening social action in line with the social teaching of the Church.

**What we are looking for:** We are looking for a team player who is able to prioritise and adapt quickly. Experience of dealing with traditional and social media, drafting press resources, and writing for different audiences is important. The right candidate will be both self-motivating and able to work with (and get the best out of) a diverse range of colleagues and volunteers. It is important that candidates can show creativity and initiative and are able to demonstrate the ability to juggle multiple priorities.

**The successful candidate will:**

- Be educated to degree level;
- Have sympathy for the mission and values of the Diocese of Salford;
- Have excellent verbal and written communication skills, with a proven ability to write in a variety of styles, depending on audience;
- Have experience in creating effective communications material, including press releases.
- Have experience in creating content for social media channels;
- Have an ability to communicate effectively with a broad range of people and to build positive working relationships.

Travel around the Diocese will be necessary and the post-holder may have access to their own vehicle for which essential user mileage will be paid, though this is not essential. The nature of the duties of the successful candidate are that it will inevitably on occasion be necessary to work outside designated hours as the demands of the role require.

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. Please note, there is no occupational requirement to be a Catholic to be eligible for this post.

**Closing date for applications: 12 noon on Friday 28<sup>th</sup> May 2021. To download an application pack please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/>**