

DIOCESE OF SALFORD

Job Title:	Communications Officer		
Department:	Office for Communications		
Reports to (job title):	Communications Manager		
Accountable to:	Communications Commission		
Responsible for:	No management or supervisory responsibility for others.		
Key Relationships:	Safeguarding, Moderator of the Curia, Senior Communications Officer, Bishop of Salford, Chief Operating Officer		
Location:	Cathedral Centre, 3 Ford Street, Salford, M3 6DP.	Travel Required:	Occasional travel will be required around the diocese. It is desirable but not essential that the post holder has access to a vehicle. If they do, mileage / travel allowance will be paid.
Level/Salary Range:	£22,000-25,000 per annum depending on the skills, qualifications, and experience of the successful candidate	Position Type:	Full-time, permanent.
Hours of Work:	35 hours per week, to be worked usually Monday to Friday 9am-5pm. However, some flexible working will be required including evenings and weekends.	Holidays	25 days plus UK bank holidays per annum. In addition, the Diocese has 5 closure days per annum (4 over the Christmas period and 1 day Maundy Thursday).
Overview and Job Purpose:			
<p>We are looking for a team player to join a busy, dynamic environment, 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.</p> <p>The Communications Officer will contribute to the implementation of the Diocesan communications strategy. They will assist with a variety of external and internal communications supporting 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.</p>			

Job Description:

- Write releases, articles and statements as directed by the Communications Manager.
- Help secure national, regional, and local media coverage for our organisation.
- Attend and report on events including taking high quality photographs and distilling key messages.
- Assist with the running of social media channels on a day-to-day basis, responding to queries, as necessary.
- Assist with the promotion of the work and events of the diocese, parishes, diocesan agencies, and connected charities.
- Assist with the design and prepare promotional materials.
- Editing and publication of content on the website as directed by the Communications Manager.
- Writing and editing copy for all departments as required and directed by the Communications Manager.
- Contribute to the development of new online resources and projects.
- Monitor press coverage.
- Support the implementation of policies and procedures across the diocese, collaborating with other departments where necessary (i.e., including social media, photography, and appropriate use of the diocesan brand).
- Support the work of Communications Commission to ensure the commission is well informed and able to advise where appropriate.
- Work closely with all departments, offices, parishes, schools, diocesan agencies, and connected charities to provide support and improve internal communications.
- Keep up to date with best practice within the sector and changes to relevant legislation, codes of practice and digital innovation.
- Keep up to date on relevant issues/policies affecting the diocese and the Church.
- Work with other teams internally to maintain mailing lists and databases in accordance with data protection legislation.
- Undertake all administrative work generated by the post.
- Undertake any other duties commensurate with the role.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none">• Educated to degree level.	<ul style="list-style-type: none">• Degree in a Communications and or marketing discipline
Experience:	<ul style="list-style-type: none">• Experience in creating effective communications material, including press releases;• Experience in creating content for social media channels.	

Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Excellent verbal and written communication skills, with a proven ability to write in a variety of styles, depending on audience; • An ability to communicate effectively with a broad range of people and to build positive working relationships; • Ability to work independently and also as part of a team; • Demonstrable ability to maintain appropriate confidentiality; • Ability to work and engage with volunteers; • Demonstrable ability to solve problems; • Good time-management skills; • Ability to prioritise effectively and work to deadlines; • Good IT skills, particularly Microsoft Office applications; • Good administrative skills. 	<ul style="list-style-type: none"> • Knowledge of Roman Catholic Church structures • Understanding of data protection laws, GDPR and the role of safeguarding vulnerable groups to the role of communications. • Skills in graphic design, video editing and web publishing software.
Personal qualities:	<ul style="list-style-type: none"> • Sympathy for the mission and values of the Diocese of Salford. 	<ul style="list-style-type: none"> • A valid driving licence
Other requirements:	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.		
Other Information:		

References and Reports

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be sympathetic to the aims and the ideals of the Catholic Church.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Driving: A driving licence and access to a vehicle is desirable, along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Communications Manager	Date:	April 2021
Reviewed By:	Chief Operating Officer	Date:	April 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures https://www.csas.uk.net/procedures-manual/			
Print Name:		Date:	
Signature:		Department:	

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