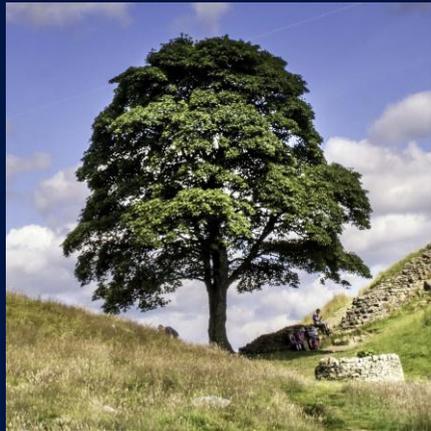




Communications Officer (Maternity Cover) Diocese of Newcastle




**growing
church
bringing
hope**

• **generous** • **engaged** • **open** •

Diocese of Newcastle

www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.



Overview

Communications Officer (Maternity Cover)



Working across the Diocese, the purpose of the Communications Department is to engage with internal and external audiences to support the work of the Church in developing a sustaining Christian presence in every community and to assist in the delivery of a step change in our approach to communications. The Communications Team is charged with helping the Diocese to embrace and embed cultural and operational change as part of its overall transformational programme for **'growing church bringing hope'**.

Background

The simple yet profound values for the Diocese of Newcastle have become not only a way of expressing the aspirations of the Diocese but a prism through which we view our mission. It informs and inspires the way we work and helps us model our behaviour.



Framed by the Rivers Tyne and Tweed the Diocese of Newcastle is the Church of England's most northerly diocese. This 'land of the Northern Saints' was formed in 1882 and comprises **172** parishes across **2,110** square miles. The Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries serve a population of **800,000** people across a variety of communities ranging from sparse rural to large inner city areas of deprivation.

A cohort of **115** stipendiary and **50** self-supporting clergy under the episcopal leadership of a diocesan bishop, the Rt

Revd Christine Hardman, and the suffragan Bishop of Berwick, the Rt Revd Mark Tanner are resourced by a team of lay and ordained supporting ministers, **25** active local ministry development groups and **120** readers. A small administration team is based at Church House, North Shields which also houses the Joint Education Team, the Lindisfarne Regional Training Partnership (two joint working initiatives with the Diocese of Durham) and a Religious Resources Centre.

generous • engaged • open

Overview

Location

This post will be located at:
Diocesan Office, Church House, St John's Terrace, North Shields NE29 6HS

Accountability and key relationships

The Communications Officer reports to the Head of Communications.

Key relationships include the Bishops and other senior clergy, the Diocesan Secretary, the Diocesan Synod, Bishop's Council, Parochial Parish Councils, the national Church of England Communications team and the Communications teams at St Nicholas's Cathedral and the Diocese of Durham.

Reporting to the Communications Officer

There are no direct reports.

Key responsibilities

Communications	<ul style="list-style-type: none">• Support the Head of Communications in the implementation of the Communications Strategy, helping to embed growing church bringing hope across the Diocese and, in particular, helping to design and deliver a programme of events, initiatives and campaigns.• Work collaboratively across the Diocese to identify and secure copy, be responsible for the development and production of the monthly E-Bulletin (for clergy, readers, PCC secretaries, Church Wardens and others).• Contribute and produce the Link monthly publication; sourcing and generating copy, and working closely with designers to ensure deadlines are met for publication.• Working with the Head of Communications, proactively identify opportunities to engage with the wider community to explain and express the Mission of the Church.
Public Relations	<ul style="list-style-type: none">• Using a variety of mediums, generate 'good news stories' and other editorial copy to support the mission of the Diocese of Newcastle, liaising with journalists to get media coverage.• Working across the Diocese, identify opportunities to use photography and video to capture 'stories, generate curiosity and interest and give information' using a more visual approach. Support Diocesan events, e.g. Diocesan Synod.• Provide advice and guidance on media coverage for events and emerging issues/crises, ability to respond to media requests including the press, and where appropriate, prepare media statements.• Work with the Head of Communications to develop and deliver the Diocesan Communications Strategy.

Key responsibilities

Social Media/Digital	<ul style="list-style-type: none">• Ensure the Diocesan website is maintained and regularly updated with new material.• Use google alerts, social media and other communications channels to inform key stakeholders of emerging stories and announcements of general interest.
General	<ul style="list-style-type: none">• Build a network of communication and media contacts at a local, regional and national level.
Professional Development	<ul style="list-style-type: none">• Through continuous professional development, maintain an awareness of trends in the Communications sector and ensure the Diocese is able to benefit from, where appropriate, developments in communications technology.

Person Specification: key criteria

Key Criteria	Essential
Qualifications & Training	<ul style="list-style-type: none"> • Hold or be working towards a recognised communications, public relations or marketing qualification or be able to demonstrate equivalent experience
Knowledge and Experience	<ul style="list-style-type: none"> • Able to demonstrate experience of having previously worked in a communications or public relations • Experience of generating and/or editing creative copy • Experience of using digital photography and/or video to support communications. • Experience of having maintained a website; with the ability to develop website content • Evidence of having used social media to support and enhance communications • Able to develop and interpret analytical tools to help us monitor and develop our digital footprint • Able to demonstrate proficiency when using written English • Creative evidence of having generated ideas to develop and enhance communications • Able to work collaboratively across a range of stakeholders • Good organisation skills, able to work to prescribed timescales and deadlines • Able to work with minimum supervision

Person Specification: key criteria

	<ul style="list-style-type: none">• Empathy with the mission of the Church of England and the ability to demonstrate behaviours consistent with the Diocesan values of being generous, engaged and open• Able to drive and/or access to a motor vehicle during working hours <p>Desirable</p>
	<ul style="list-style-type: none">• Able to demonstrate an understanding of the workings of the Church of England• Able to demonstrate an awareness of some of the 'live theological' issues facing the Church of England and how these impact on the Diocese of Newcastle

Person Specification: Conditions

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Salary	Grade 5 Salary: £15,861 per annum (£26,435 pa FTE)
Pension Contributions	<p>Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme. This is a non-contributory Scheme but staff may voluntarily contribute to the Scheme if they wish to do so.</p> <p>Employees have a right to opt out of the Scheme after enrolment.</p>
Hours of Work	<p>The post is offered on a part-time basis (0.6 FTE), working 22.5 hours per week over 3 days to be agreed with the successful applicant. The normal office hours are 08:30 to 16:30 Monday to Friday.</p> <p>The post will require availability and attendance at weekend meetings, training and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.</p>
Annual Leave	<p>The leave year runs from 1st January to 31st December. It is the custom for staff to use annual leave between Christmas and New Year when the office is closed.</p> <p>Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Board.</p>
Contract	<p>The post is offered on a temporary basis for 12 months to cover maternity leave.</p> <p>The employer is the Newcastle Diocesan Board of Finance</p> <p>The post is subject to a six month probationary period.</p>

Application and Selection Process

Closing date for receipt of applications: **4.30 pm on Monday, 4th February 2019**

The selection process will include exercises and an interview and is scheduled for **Friday, 15th February 2019**

You may e-mail your completed application form to recruitment@newcastle.anglican.org or return your completed application to Mrs Marilyn Wright, Human Resources Adviser and Support Officer, Church House, St John's Terrace, North Shields NE29 6HS