

JOB DESCRIPTION

JOB TITLE:	INTERIM COMMUNICATIONS OFFICER
EMPLOYER:	SHEFFIELD DIOCESAN BOARD OF FINANCE
RESPONSIBLE TO:	COMMUNICATIONS MANAGER
RESPONSIBLE FOR:	N/A TERM FOR 1 YEAR (EXTENSION FUNDING DEPENDENT)

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

The Diocese of Sheffield is at the forefront of transformational change in the Church of England. This Communication Officer role will be a valuable part of a supportive and collaborative team on a significant change journey to deliver our Renewed Released Rejuvenated strategy and realise our vision.

MAIN PURPOSE OF THE ROLE

To support the delivery of the diocesan strategy by developing communications services to the team at Church House. This service will include providing; graphic design, social media content, as well as providing the communications aspect of planning, delivery and advice to project teams.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide communications expertise, advice, planning and delivery to our change project teams such as Lights for Christ and Resourcing Churches
2. Providing communications expertise as part of planning teams for major events such as, Pentecost Beacon, Diocesan Conference, Roadshows, consecrations, installations, retirements
3. Edit short videos for distribution through different mediums

4. Take the lead on preparing news items for distribution on the best social media platforms for the target audience
5. Sourcing and scheduling the social media and email content for the 2025 Prayer Community or similar virtual prayer community initiatives
6. Scheduling any other social media content such as stories, conference, events and social action projects through the week as directed by the Communications Manager
7. Ensure the diocesan website is kept up to date with appropriate content, updating pages and sections as directed by the Communications Manager and in collaboration with other Church House colleagues
8. Providing resources to enable colleagues to deal with media enquiries, e.g. script for reception
9. Assist in the gathering of good news stories and help to disseminate these across Diocesan digital channels in conjunction with the Communications Unit
10. Collation, analysis and reporting of key communications statistics, stakeholder feedback and interpret data and present this clearly in reports
11. Use specialist design software (Adobe Creative Suite) to produce communication materials such as; leaflets, flyers, posters and some digital graphics. For large projects and key campaigns act as client for an external design agency.
12. Provide support to the Communications Manager as required
13. Assist the Communications Manager in the control of telecommunications, reprographics, printing and other means of communication within Church House and from there to the diocese.
14. The postholder may be required to undertake any other duties that are commensurate with the role.

COMMUNICATIONS ASSISTANT

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Training	<p>Numerate and able to communicate clearly and concisely in both written and oral forms.</p> <p>Higher Level qualification in communications or related field, e.g. marketing, media, PR</p>	<p>Qualification in communication techniques or IT methods and software</p>
Knowledge	<p>Significant experience of working in an collaborative environment</p> <p>Sympathetic to the mission of the Church of England and be willing to learn the complexities of the Church of England</p> <p>Excellent understanding of how to use social media channels, particularly Facebook, Twitter, Instagram</p> <p>Excellent technological knowledge, and competent in the use of standard IT products, including Microsoft Word, Excel, Outlook and PowerPoint and operating systems and database software</p> <p>Understanding of website maintenance and copy production. Able to analyse website content and identify requirements</p>	<p>An understanding of the ethos and mission of the Church of England and of its structures</p> <p>Understanding of HTML</p>

<p>Experience</p>	<p>Able to maintain accurate records</p> <p>Experience working with others in an integrated organisation</p> <p>Demonstrable experience of regularly advising project teams and key stakeholders, including senior colleagues</p>	<p>Experience of website editing</p> <p>Experience of using automated email systems for marketing purposes</p>
<p>Skills and Abilities</p>	<p>Proficient in Adobe Creative Suite (or transferable skills from a similar software package)</p> <p>Able to create attractive and compelling messaging for different mediums</p> <p>Good report writing skills, especially being able to analyse and present communications data in an accessible format</p> <p>Ability to work confidently on own initiative</p> <p>Excellent organisational and administrative skills, including attention to detail</p> <p>Good communication skills and an ability to maintain absolute confidentiality</p> <p>Excellent time management skills with the ability to prioritise effectively and to multi-task</p>	<p>Able to edit webpages</p>

Personal Attributes	Enthusiastic and highly motivated Able to work well under pressure A good team player Willingness to work flexibly, including some/occasional evening or weekend work Willingness to learn new skills and undertake training and development activities as required, including a demonstrable aptitude to learn new software packages quickly	
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