



Job Description

JOB DESCRIPTION	
JOB TITLE:	Communications Assistant
SALARY:	£25,000 per annum
RESPONSIBLE TO:	The Communications Officer
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Communications Officer• Diocesan Secretary and Deputy Diocesan Secretary• Bishop's Chaplain• Diocesan and Suffragan Bishops; Bishop's Office Staff; Archdeacons; Archdeacons' Office Staff• Colleagues at Edward King House, Lincoln• Rural Deans and the wider diocese• External Communications Officer and Chapter Clerk (Lincoln Cathedral)• Church of England network for communications teams.
MAIN LOCATION:	An office base at Edward King House, Lincoln, but work will be across the diocese.
HOURS OF WORK:	37.5 hours per week, plus occasional evening and weekend working. This is a full-time post.
JOB SUMMARY:	<p>The Communications Assistant will work with the Communications Officer to further develop the wide-ranging work of the Communications Office and make best use of existing, new and future media outlets and opportunities to share details of the life of the diocese.</p> <p>The successful candidate will have excellent editing, writing and proofreading skills, an eye for a good story, an understanding of online media platforms and also a flair for producing high-quality photography and film.</p>
KEY DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• To assist with the running of the Communications Office, responding to enquiries and working with internal and external colleagues and contacts, such as senior staff, clergy, parish officers and the media.• To plan, write, edit and upload material for diocesan media, such as the website; produce the fortnightly diocesan electronic newsletter; and, when required, assist with the production of the bi-monthly <i>Crosslincs</i> magazine.• To deliver, oversee and further develop diocesan social media activity.• To assist our parishes in making the most of their social media and their listings on achurchnearyou.com, and to help more parishes to explore this area.• To produce photography and film that serves as a showcase of the life of the diocese.• To maintain accurate records of subscribers to diocesan media.• To assist with the writing, editing, proofreading and delivery of diocesan publications, as required.• To attend meetings as required, and to liaise with colleagues in other dioceses.• To develop and maintain good inter-departmental working relationships with all diocesan officers, but especially with the Bishop's Office, the Diocesan Secretary's Office, the Archdeacons' Office, and the diocesan Mission Team. <p>The post holder will comply with all standards, policies and procedures set by the diocese, including, but not limited to, those governing safeguarding, health and safety, data</p>

	protection and confidentiality and equal opportunities.		
GENERAL RESPONSIBILITIES	<p>The post holder is required to:</p> <ul style="list-style-type: none"> • support the ethos, aims and objectives of Christianity, the Church of England, and the diocese. • keep up-to-date with developments in their area of work. • engage in training and continuous professional development activities. <p>The post holder may be required to work outside normal office hours, including occasional evening and weekend working, subject to time off in lieu.</p> <p>The post holder is required to assist in the opening and handling of incoming post.</p> <p>This job description details responsibilities, but it is not prescriptive and does not direct any particular priorities or the amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.</p>		
PERSON SPECIFICATION			
CATEGORY	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS & SKILLS	<ul style="list-style-type: none"> • A relevant degree-level qualification or equivalent professional experience • An eye for detail and ability to edit and write engaging editorial copy • An ability to produce high-quality photography and film • A good level of understanding relating to the uploading of content to websites and social media 	<ul style="list-style-type: none"> • Familiarity with Adobe InDesign, Adobe Photoshop and Adobe Illustrator 	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>
EXPERIENCE AND WORKING KNOWLEDGE	<ul style="list-style-type: none"> • A good understanding of the Church of England • A good understanding of the workings of online, print and broadcast media 	<ul style="list-style-type: none"> • Some experience of engaging with the media would be beneficial 	<p>A / I</p> <p>A / I</p>

PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A willingness to work on own initiative and as a team player • An ability to work on several projects at the same time • An ability to work flexible hours, including occasional evening and weekend work • A willingness to travel within the diocese 		A/ I A/ I A/ I A/ I
KEY COMPETENCIES	<ul style="list-style-type: none"> • An eye for detail and a good story, excellent communications skills, and an ability to learn new skills and share this learning to benefit the wider diocese. • A valid driving licence and access to a vehicle for travel around the diocese. 		A / R / I / P A / I

Key

A = Application

R = References

I = Interview

P= Presentation

General responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese, including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities.