



**Communications Officer  
(Part-time post)  
Dioceses of Newcastle and Durham**



## Diocese of Newcastle

[www.newcastle.anglican.org](http://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.

## Diocese of Durham

[www.durhamdiocese.org](http://www.durhamdiocese.org)

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

Registered in England number 248287. Registered office: Cuthbert House, Stonebridge, Durham DH1 3RY.

# Communications Officer (part-time)

## Background to the Post

This is an exciting opportunity to join our growing communications team as we enhance the way we engage with audiences across the North East of England. In August 2021, the communications teams in the Dioceses of Newcastle and Durham merged, creating a larger team better equipped to promote the work of the Church of England in transforming people's lives and sustaining a Christian presence in every community.

With 381 parishes in a geographical area of 3,080 square miles and a combined population of 2.3 million people, there are many stories to tell about how the Church is positively impacting the lives of so many people across the region. Whether it is in our towns and cities, such as Durham, Sunderland, Newcastle or Berwick, or in our wonderful rural communities in the Durham Dales or Cheviot Hills, telling those stories in an engaging and creative way is crucial to ensure the Church continues to promote its mission and relevance in modern day life.

As part of our new communications team, we wish to recruit a part-time Communications Officer to provide cover from Monday to Wednesday.

The Communications Officer will help promote the work, life and mission of the Church of England by helping share our stories in new and creative ways through our various online and printed publications, and through other communications activities. He or she will be responsible for the effective delivery of informative, engaging and inspiring communications to all our audiences, while supporting the visions of both Dioceses.

## Background to the Diocese of Newcastle

Framed by the Rivers Tyne and Tweed the Diocese of Newcastle is the Church of England's most northerly diocese. This Diocese in the '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 some **800,000** people across a variety of communities ranging from sparse rural to large inner city areas of deprivation.

As we await the appointment of a new Bishop of Newcastle, the diocese is led by the Bishop of Berwick, the Rt Revd Mark Wroe. The Diocese of Newcastle is committed to flourishing churches and communities and has developed a vision for **growing church bringing hope** as part of a response to the challenges faced by the church in our rural, urban and suburban settings. From the following three values:

- **Open** to God's transforming love
- **Generous** with God's transforming gifts
- **Engaged** in God's transforming work in the world

We have developed three priorities for our Next Steps for growing church bringing hope:

- **Bringing Good News:** *'The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor.'* (Luke 4.18)
- **Growing in Christ:** *'As you therefore have received Christ Jesus the Lord continue to live your lives in him, rooted and built up in him and established in the faith...'* (Colossians 2.6-7)
- **Living Faith Fully:** *'I came that they may have life, and have it abundantly.'* (John 10.10)

## Background to the Diocese of Durham

The Diocese of Durham is the Church of England from the River Tyne in the North to the River Tees in the South; the Durham Dales in the West to the Sea in the East. It is centred in historic Durham City and County Durham, the City of Sunderland, the Metropolitan Districts of Gateshead and South Tyneside and the boroughs of Darlington, Hartlepool, and Stockton-on-Tees. The Diocese has **209** parishes covering an area of **2,530** square kilometres and serves a population of nearly **1.5 million**. It is organised into **14** deaneries grouped into **3** Archdeaconries (Sunderland, Durham & Auckland).

The mission of the Diocese of Durham is to bless our communities in Jesus' name for the transformation of us all. Our four priorities are:

- Engaging with Children and Young People;
- Challenging Poverty;
- Energising Growth; and
- Caring for Creation.

The Diocese is led by the Bishop of Durham, the Right Reverend Paul Butler and the suffragan Bishop of Jarrow, the Right Reverend Sarah Clark.

## **Employment**

The successful candidates will be jointly employed by the Newcastle Diocesan Board of Finance (NDBF) and the Durham Diocesan Board of Finance (DDBF). The NDBF will be the managing employer for the joint arrangement.

## **Location**

The post will be located at Church House, St John's Terrace, North Shields NE29 6HS and Cuthbert House, Stonebridge Durham, DH1 3RY. The post holder will be required to travel within Newcastle and Durham Dioceses.

## **Accountability and key relationships**

Line Manager: **Senior Communications Officer**

Key relationships are with the Director of Communications and other members of the communications team, Diocesan Secretaries, our Bishops and their Chaplains, the Archdeacons and other members of the diocesan leadership teams, our clergy and parish officers.

# Key Responsibilities

## Communications

- Support the Director of Communications in the implementation of communications strategies for both Newcastle and Durham Dioceses and, in particular, helping to design and deliver a programme of events, initiatives and campaigns
- Work collaboratively across each Diocese to identify and secure copy, be responsible for the development and production of regular ebulletins and newsletters
- Contribute and produce printed publications, sourcing and generating copy and working closely with designers to ensure deadlines are met for publication
- Working with the Director of Communications and the Senior Communications Officer, proactively identify opportunities to engage with the wider community to explain and express the Mission of the Church

## Public Relations

- Using a variety of mediums, generate 'good news' stories and other editorial copy to support the mission of the Dioceses of Newcastle and Durham, liaising with journalists when appropriate to get media coverage
- Working across the Dioceses, identify opportunities to use photography and video to capture stories for use across all our communications platforms
- Provide advice and guidance on media coverage for events and emerging issues/crises when required, and respond to media requests where appropriate
- Work closely with the Digital Media Officer to ensure content is shared across all available communications platforms – social media, website, etc.

## Social Media/Digital

- Use Google Alerts, social media and other communications channels to inform key stakeholders of emerging stories and announcements of general interest
- When necessary, ensure the websites for both Dioceses are maintained and regularly updated with new material

## General

- Use marketing and design platforms such as MailChimp and Canva to enhance digital communications

	<ul style="list-style-type: none"> <li>• Through continuous professional development, maintain an awareness of trends in the Communications sector and ensure both Dioceses are able to benefit from, where appropriate, developments in communications technology.</li> <li>• Flexible with working hours and contactable on an emergency rota basis for media, senior clergy and diocesan officers</li> </ul>
--	---

## Person Specification - Key Criteria

<b>Essential criteria</b>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Has a relevant qualification in communications/public relations</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a professional communications role</li> <li>• A proven track record as a successful communications officer</li> <li>• Evidence of good track record of dealing with both positive and negative news stories</li> <li>• Experience of copy production and editing</li> <li>• Experience of website and social media management</li> <li>• Able to gather, analyse and interpret data and information</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of the press and broadcasting media practice</li> <li>• Excellent writing skills</li> <li>• High level of computer skills with ability to use IT packages and office systems</li> <li>• Ability to build and maintain good professional networks</li> <li>• The ability to understand complex information and make it easy to understand</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Visible team player, confident and able to influence</li> <li>• A creative person with strong initiative</li> <li>• An excellent communicator with experience of working with and advising senior personnel</li> <li>• Flexible with working hours, working occasional weekends when required, and contactable on a rota basis for media, senior clergy and diocesan officers</li> <li>• An understanding of the Church of England and sympathetic to its values</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Ability to travel to parishes in all parts of both Dioceses</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Driving licence and access to a car</li> </ul>

## 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.



<b>Salary</b>	<p>Salary: <b>Grade 5</b></p> <p>Probationary period £16,304 pa (£27,173 pa full-time); on completion of probationary period £17,162 pa (£28,603 pa full time).</p>
<b>Pension Contributions</b>	<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>
<b>Hours of Work</b>	<p>The post is offered on a part-time basis working 22.5 hours per week.</p> <p>The role is three days a week, working <b>Monday to Wednesday</b>.</p> <p>The normal office hours are 08:30 to 16:30 with an unpaid lunch break of 30 minutes.</p> <p>The post may require availability and attendance at evening and weekend meetings and events.</p> <p>Overtime is not paid but time off in lieu is provided.</p>
<b>Annual Leave</b>	<p>The leave year runs from 1st January to 31st December.</p> <p>Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays (2 at Easter and 2 at Christmas) approved by the Board. Holiday entitlement is pro rata for part time members of staff.</p>
<b>Contract</b>	<p>The employers are the Newcastle Diocesan Board of Finance and the Durham Diocesan Board of Finance.</p> <p>The Newcastle Diocesan Board of Finance will act as managing employer on behalf of both dioceses</p> <p>The post is subject to a 6 month probationary period.</p>

## Application and Selection Process

For more information please contact Roderick Stuart, Director of Communications

You should e-mail your completed application form to [recruitment@newcastle.anglican.org](mailto:recruitment@newcastle.anglican.org)