

Communication Assistant

Appointment Type: Full time, 12-month fixed term **Working hours:** 35 hours per week - some flexible working will be required including evenings and weekends. **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP. **Salary & benefits:** £22,672 - £24,343 per annum depending on skills & experience, 25 holidays, plus statutory bank holidays, 5 Diocesan closure days and employer pension scheme.

About: The Diocese of Salford is seeking to recruit a Communication Assistant to help the Diocese tell its story, via its people, projects, and parishes. This 12-month role will suit people looking to embark on a career in communications. The postholder will have the opportunity to experience a broad range of communications work, developing content, resources and communications to engage a variety of stakeholders.

What we are looking for: A team player to join a busy, dynamic environment, who can prioritise and adapt quickly. The right candidate will be both self-motivating and able to show creativity and initiative. The incumbent will assist with a variety of external and internal communications supporting the Diocese and its parishes. The postholder 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.

What you will need: The successful candidate will need to be educated to A Level standard or equivalent and have experience of, or a demonstrable interest in Communications. They will have knowledge of Roman Catholic Church structures and an ability to communicate effectively with a broad range of people and to build positive working relationships. The post-holder will be a team player and enjoy working creatively and collaboratively with others and independently. They will possess excellent verbal and written communication skills as well as an ability to prioritise effectively and work to deadlines.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with vulnerable adults and children.

All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Monday 5th February 2024

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role, please email: HR@dioceseofsalford.org.uk