

DIOCESE OF SALFORD

Job Title:	Communication Assistant		
Department:	Department for Communications		
Reports to (job title):	Senior Communications Officer		
Accountable to:	Head of Communications		
Responsible for:	N/A		
Key Relationships:	Senior Communications Officer, Colleagues in curial department roles, Parish colleagues and Clergy		
Location:	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	Travel Required:	Occasional travel will be required around the diocese. It is desirable but not essential that the post holder has access to a vehicle. If they do, mileage / travel allowance will be paid.
Level/Salary Range:	£22,672 - £24,343 per annum (dependent on skills and experience)	Position Type:	Full time, 12-month fixed term, (initial 6 months' probation).
Hours of Work:	35 hours per week, to be worked usually Monday to Friday 9am-5pm. However, some flexible working will be required including evenings and weekends.	Holidays	25 days per annum in addition the diocese has 5 closure days (4 Christmas and 1 Easter) plus UK Bank Holidays – all subject to prorata.
Overview and Job Purpose:			
<p>This is an exciting opportunity for a candidate who is enthusiastic about a career in communications and would like the opportunity to support the work of the Diocese.</p> <p>The main purpose of the role is to help the Diocese tell its story, via its people, projects, and parishes.</p> <p>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. You will assist with a variety of external and internal communications supporting the diocese and its parishes.</p> <p>The suitable candidate 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.</p>			

You will have the opportunity to experience a broad range of communications work, developing content, resources and communications to engage a variety of stakeholders.

This 12-month role will suit people looking to embark on a career in communications. You will be able to demonstrate enthusiasm and a flexible approach to your work. Our successful candidates will have experience of, or a demonstrable interest in Communications.

Job Description:

Main Responsibilities:

- Promote the work of Diocesan parishes, Diocesan agencies and connected charities.
- Promote and assist with the running of events.
- Editing and publication of content on the website as directed.
- Assist with the running of social media channels on a day to day basis including creation of content.
- Design and prepare promotional materials.
- Monitor Press Coverage.
- Work with other teams internally to maintain mailing lists and databases in accordance with data protection legislation.
- Attend and report on diocesan events including taking high quality photographs and distilling key messages.
- Undertake all administrative work generated by the post including the running of a CRM system.
- Undertake any other duties commensurate with the role.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent 	<ul style="list-style-type: none"> • Educated to degree level
Experience:	<ul style="list-style-type: none"> • Demonstrable interest in communications 	<ul style="list-style-type: none"> • Experience of writing and producing content for different audiences
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Knowledge of Roman Catholic Church structures • Excellent verbal and written communication skills • An ability to communicate effectively with a broad range of people and to build 	<ul style="list-style-type: none"> • Understanding of data protection laws, GDPR and the role of safeguarding vulnerable groups to the role of communications

	<p>positive working relationships</p> <ul style="list-style-type: none"> • Ability to work independently and also as part of a team • Demonstrable ability to maintain appropriate confidentiality • Ability to work and engage with volunteers; • Demonstrable ability to solve problems; • Good time-management skills • Ability to prioritise effectively and work to deadlines • Good IT skills, particularly Microsoft Office applications • Good administrative skills 	<ul style="list-style-type: none"> • Skills in graphic design, video editing and web publishing software
Personal qualities:	<ul style="list-style-type: none"> • Sympathy for the mission and values of the Diocese of Salford 	
Other requirements:	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		
<p>Other Information:</p> <p><u>References and Reports</u></p> <ul style="list-style-type: none"> • Two professional references will be required. • References will confirm professional and personal knowledge, skills and abilities as referred to above. • This post is subject to Enhanced Disclosure by the Disclosure 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. 		

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon the rites and practices of the Catholic Church and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be respectful towards the aims and the ideals of the Catholic Church.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Probationary period: This position is subject to completion of an initial probationary period of six months.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

Driving: A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is desirable.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Head of Communications	Date:	January 2024
Reviewed By:	HR	Date:	January 2024

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
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Signed by Employer:		Date:	
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I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Department/ Parish:	

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