

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Communications Team Administrator</b>		
<b>Department:</b>	Department for Communications		
<b>Responsible to:</b>	Senior Communications Officer		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP.	<b>Travel Required:</b>	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 in line with our policies.
<b>Level/Salary Range:</b>	£23,407 per annum – Pro rata for part time employee	<b>Position Type:</b>	Permanent (initial 6 months' probation).
<b>Hours of Work:</b>	28 or 35 hours per week, to be worked Monday to Friday. However, some flexible working will be required including evenings and weekends.	<b>Holidays</b>	25 days per annum in addition the diocese has 5 closure days (4 Christmas and 1 Easter) plus UK Bank Holidays (Subject to Pro rata)

## Job Purpose

This is an exciting opportunity for a strong administrator who is enthusiastic about helping the Diocese tell its story, via its people, projects, and parishes.

We are looking for a team player to join a busy, dynamic environment, who can prioritise and adapt quickly. You will assist with a variety of administration tasks that support the external and internal communications of the diocese and its parishes.

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.

You will have the opportunity to experience a broad range of administration work, developing process, resources and tools to engage a variety of stakeholders. You will be able to demonstrate enthusiasm and a flexible approach to your work.

This role will give the right candidate the opportunity to develop their skills and competencies.

## **Job Description**

- Using material provided by the team, update the website across all its sections (including updating photos and writing new text).
- Update and post social media after finalised content is received from relevant staff members, and initiate content where appropriate.
- Using material provided by the team to prepare bulletins and newsletters.
- Using material provided by the team to create posters/leaflets to promote events.
- Monitor Press Coverage and collating monthly press summaries.
- Managing and collate photographs and videos.
- Caption and transcribe videos and sound recordings.
- Monitor inboxes and resolve queries received by the department, escalating issues where relevant.
- Work with other teams internally to maintain mailing lists and databases in accordance with data protection legislation.
- Assist with the running of events.
- Assist the team to work efficiently and effectively using systems and processes.
- 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**

### **Essential**

Able to demonstrate the following:

- Good administrative skills and a passion for getting things right
- Excellent verbal and written communication skills
- Good IT skills, particularly Microsoft Office applications.
- Ability to prioritise effectively and work to deadlines.
- An ability to communicate effectively with a broad range of people and to build positive working relationships including volunteers.
- Ability to work independently and also as part of a team.
- Ability to maintain appropriate confidentiality.
- Ability to solve problems.
- Good time-management skills.
- Sympathy for the mission and values of the Diocese of Salford.

### **Desirable**

- Understanding of data protection laws, GDPR and the role of safeguarding vulnerable groups to the role of communications.

- Skills in video editing and web publishing software.
- Knowledge of Roman Catholic Church structures

**References and reports**

- Two professional references will be required.
- References will confirm professional and personal knowledge, skills and abilities as referred to above.
- This position is subject to a basic check by the Disclosure and Barring Service.

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

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

Signed by Employee:		Date:	
Signed by Employer:		Date:	

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.

Print Name:		Date:	
Signature:		Parish:	

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