

## About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

The Church of England's ambitious Net Zero Carbon Programme aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport by 2030.

## What you'll be doing

You will be working in a small and friendly team creating materials to support the communications of a national multi-million pound programme, using your excellent creative and writing skills to

help support a wide network of churches, cathedrals, schools, clergy housing and offices to reach net zero carbon by 2030

## **MAIN DUTIES AND RESPONSIBILITIES**

As a creative and highly organised individual, you will support the Net Zero Carbon Programme Communications & Engagement Coordinator to deliver the Net Zero Communications & Engagement Strategy through the creation of engaging content – such as videos, blogs, website updates, graphics and social media posts.

A creative individual with good organisational skills, you will deal confidently with a wide range of stakeholders, be highly competent at using Microsoft Office IT packages, graphics software such as Canva, video editing software, and experienced in website editing. Confident copywriting skills would also be an advantage as well as a keen eye for detail.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. Communications activities in support of the Net Zero Carbon Communications Coordinator:**

- a) Creating and updating planned content to the Church of England website in liaison with the Net Zero Carbon Programme Communications Coordinator.
- b) Designing social media graphics, basic animations (on platforms such as Canva) for social media and newsletters and uploading to a brand management platform.
- c) Supporting with event administrative support such as managing ticket and hotel bookings, promotional emails and adverts to attendees.
- d) Supporting the Net Zero Carbon Communications and Engagement Coordinator in the review of website analytics information and other evaluation metrics to help create a quarterly communications support.
- e) Working with the Net Zero Carbon Communications and Engagement Coordinator to create a monthly newsletter and to post promotional sign up posts on social media and through established channels.
- f) Maintaining and adding to online photo galleries.
- g) Supporting other Net Zero Carbon Programme Team members with design of presentations, guidance documents and adverts.
- h) Creating content and being active on the Church of England's Environment Twitter account, monitoring comments and followers.
- i) Editing videos for the website, including editing to bite size chunks webinar recordings and promoting these through social media and newsletter content.

- j) Administering and maintaining a live document of current communication activities and key messages to stakeholders.
- k) Managing shared email inboxes for the Programme Team and forwarding requests and emails as appropriate.
- l) Providing support to the Net Zero Carbon Communications and Engagement Coordinator by proofreading content for longer length publishing items, sourcing content and collating graphics.
- m) Supporting the Net Zero Carbon Communications and Engagement Coordinator when photographing, filming and recording and downloading media at locations which could be all around the country (on occasional basis.)
- n) Helping with logistics and support for bi-monthly case study videos, written blogs and professional photographs. This will include making travel/hotel arrangements for team, where appropriate.
- o) Working with colleagues in the NZC Programme team and the Environment Programme, to develop content for the webinar series and to assist in hosting and recording webinars.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience:

- Minimum 2/3 years' experience in communications and marketing.
- Good understanding of email newsletter platforms, web content management systems and social media.
- Excellent video editing skills.
- Ability to work in a fast paced environment and undertake multiple tasks.

Skills/Aptitudes:

- Excellent communications skills and the ability to work well with others.
- Experience in creating content copy, graphics and videos for emails, web pages and social media for a wide range of audiences.

- Strong design skills and experience using Canva (or similar platforms) and working with external agencies to manage Briefs.
- Excellent attention to detail.
- Ability to manage time effectively, prioritising tasks and ensuring that deadlines are met.
- Strong team-working skills.
- Assist with webinar recordings, editing videos and presentations.
- Sound analytical capabilities to assist with communications evaluation reports.

Personal Attributes:

- Collaborative and positive, with good influencing and inter-personal skills.
- An interest and enthusiasm for environmental issues.
- In sympathy with the aims of the Church of England.
- Understanding of and commitment to equality, diversity and inclusion.

Circumstances:

- This role may require some travel to different dioceses, and occasional evening meetings (time off in lieu will be given).

Desirable

- A qualification in marketing or communications.
- Worked or volunteered for an environmental or Christian charity or similar organisation.
- A good understanding of the structures and ways of working of the Church of England

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Digital Content Officer (Net Zero Programme)</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Cathedrals & Church Buildings
<b>GRADE:</b>	Band 6      Standard Point
<b>SALARY:</b>	£20,029.20 (FTE £33,382)
<b>WORKING HOURS:</b>	21
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Home based role with 2 days a month in Church House
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term (2 years)

**IS A DBS CHECK REQUIRED?  
IF YES, WHICH LEVEL**

Select level of DBS Check required

**IS A FAITH-BASED GOR  
APPLICABLE FOR THIS ROLE?**

**ORACLE POSITION CODE:**

8102671

**COST CODE:**

11153, IO 6936

**PARENT POSITION:**

Communications and Engagement Coordinator