



The Diocese of Southwark

Editor and Communications Manager Communications Department

Job Information Pack

Closing date: 20th May 2022

Interviews: tbc





The Diocese of Southwark

Our Vision

**To Serve our Communities, Share our Faith, with great joy and gladness
Be the Church; a people with hearts on fire, loving God, walking with Jesus and led
by the Spirit**

JOB DESCRIPTION

Job Title:	Editor and Communications Manager
Department:	Communications Department
Hours of work:	35 hours per week (Monday - Friday)
Location:	Trinity House, Borough High Street
Reporting To:	Director of Communications
Key Relationships:	Departmental Heads & the Diocesan Office Diocesan Secretary

Job Purpose:

- To take briefs, research and write articles and materials for a variety of the Diocese's publications.
- Draft a range of communications materials, including press releases and statements.
- Working with the Director to ensure the production of the Bridge (monthly newspaper).
- To plan and prepare the materials to accompany particular campaigns on a range of subjects for different departments.
- To write blogs and other material for publication on the website or through social media sites.
- Handle media enquiries in a timely, confident, courteous and effective manner - including producing statements, background briefing materials and other helpful information for journalists.
- Deputise for the Director of Communications

Summary of responsibilities

- To deputise for the Director and providing cover when necessary, including taking turns in weekend cover of the Communications phone
- To liaise with a range of people including parish and senior clergy, heads of department, and to research and create original copy for publication.
- To carry out reporting engagements
- To conduct interviews for publication
- To edit and proofread pages in preparation for publication

Editor of The Bridge - published ten times a year

- leading the Bridge agenda item at monthly Communications Group planning meetings
 - ensuring that each edition of the paper aligns with the theme that is agreed with Editorial Board
 - gathering the copy as supplied with the assistance of the Departmental Communications Assistant
 - writing copy
 - acting as the copy editor to ensure that the material corresponds to house style and is cut to fit
 - laying out the newspaper and prepare it for print and online
 - arranging with other members of Communications Department for the paper to be proof read
 - supplying the paper to the Director and the Diocesan Secretary for agreement and arrange onward transmission to the Editorial Board
 - liaising with the printer and Website and Social Media Communications Manager
- To plan, prepare and oversee the Annual Report and Accounts in liaison with the Diocesan Secretary and Director of Finance.
 - Devise and implement communication plans for projects and Diocesan-wide initiatives, and then to draft the required written communications. This may include the promotion of the Southwark Vision, and material related to other Diocesan priorities and publicity for major diocesan announcements.
 - To work with and brief designers and printers
 - Share responsibility with Director to attend and report from key diocesan services at the Cathedral and other churches in the Diocese
 - Working with the Website and Social Media Communications Manager, to plan and implement social media content for relevant projects and campaigns.
 - To build a good working relationship with clerics and lay people across the differing church traditions in the Diocese, identify good news stories, and examples of good practice that can be shared with other parishes as learning tools
 - Undertake some out of hours work as required, including dealing with media enquiries, issuing statements, attending church services, Diocesan Synod and other events
 - Attend Safeguarding Core group meetings and provide support in writing proactive and reactive statements

To participate in planning the Department's work and strategy

Any other duties that may reasonably be required from time to time.

Person Specification

The **essential** requirements are:

- a Journalism or English degree or equivalent level of education, that has provided the basis for excellent written skills
- at least 6 years work experience
- design and lay-out skills
- knowledge and experience of Adobe
- experience in writing and editing copy to a high standard in a clear and lively manner
- to be able to write with high standards of grammar and attention to detail
- experience of planning communications campaigns
- experience of delivering high quality materials to support the communication of campaigns and initiatives
- an understanding of the structures and organisation of the Church of England
- a willingness and ability to work evenings and weekends as required
- able to travel to all parishes within the Diocese
- the ability to keep professional confidences
- the ability to work to deadlines
- A strong news sense
- the ability to work flexibly within a dedicated team
- punctuality to appointments and effective time management
- able to work with people at all levels, creating trust and a good rapport
- open minded to different perspectives and traditions
- to be in sympathy with the aims and ethos of the Christian church

The desirable requirements are:

- experience of working in a faith-based organisation
- an interest and understanding of theology
- experience of writing for blogs and social media sites.

DIOCESE OF SOUTHWARK

Editor and Communications Manager
(Full-time, 35 hours per week)

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House.

Salary

The post has the salary of £40,000

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours engagements, for which time off in lieu will be given. There is the option for occasional working from home with the agreement in advance of your line manager.

Holiday Entitlement

You will receive 26 days annual leave per annum (pro rata), increasing to 31 days after 2 years' service, and completion of a satisfactory appraisal. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period a week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of one month's notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance.
- to increase the number of worshipping communities.
- to grow our financial resource base to allow investment in growth for the future.
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2018 ministers carried out 2,720 funerals, 680 weddings and 3,170 baptisms. Surveys indicate that 96% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks. This is compared with a national figure of 80%. During the same time frame, 70% of Southwark churches ran at least on social action project against 49% nationally.

The Diocese of Southwark serves...



2.8 million people



in the 16 local authorities
of South London &
East Surrey



through 356 places of
worship — a Church of
England presence in
every community



and 106 church schools
educating more than
37,000 young people

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



SOUTHWARK VISION 2017 -2025
HEARTS ON FIRE with a Vision for Growth;
Walking, Welcoming, Growing.

Diocesan Staff Values

Effective Stewardship of resources
Collaborative Team Working
Respect for all
Transparent Accountability

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.