



COMMUNICATIONS & ENGAGEMENT SUPPORT OFFICER

Part-time 0.5 FTE

Diocese of Newcastle



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www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity. Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

Welcome



Welcome to the Diocese of Newcastle and to this information pack about the position of Communications & Engagement Support Officer.

Thank you for taking a look. I very much hope and pray that what you find here will help your discernment about where God might be calling you in this season.

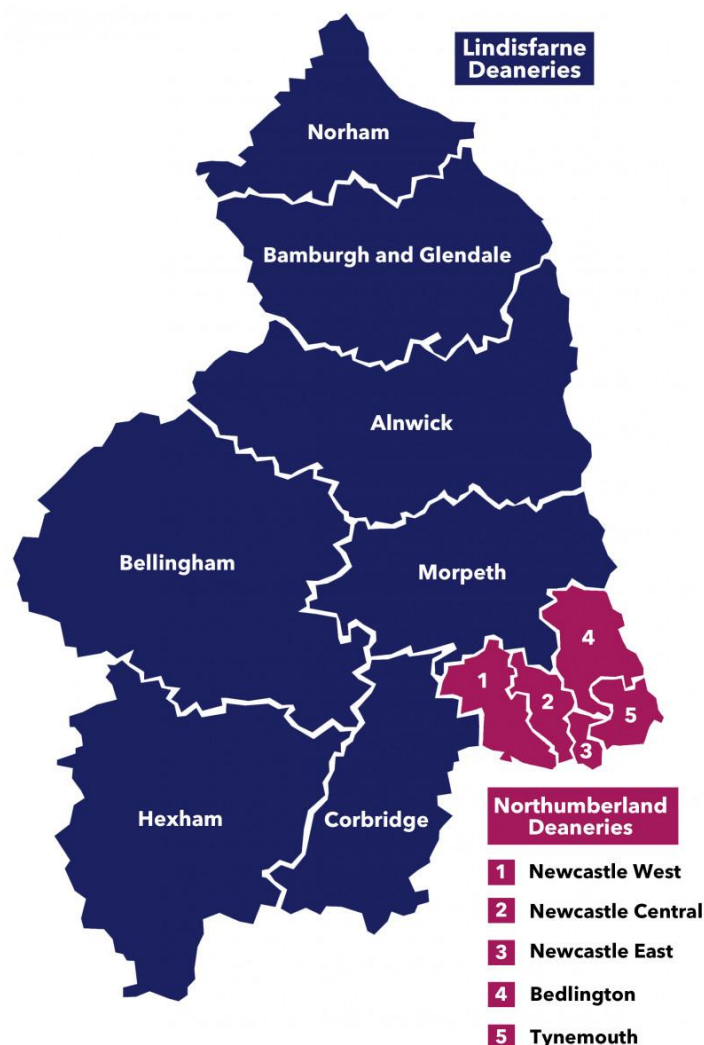
This is indeed an exciting time in our diocese, with hope for renewed energy and vision as we engage with God's mission. With our outward-facing values of **seeking**, **sharing**, and **sending** we are seeking to enable more and different people to experience life to the full. This is a beautiful part of England, founded on the rich spiritual heritage of the Northern saints. All of life is here, from upland rural to inner city, from coastal beaches to National Park trails.

The Communication & Engagement Support Officer is a key role in helping us to effectively engage with all of our stakeholders across the diocese as we develop our diocesan transformation strategy for growth.

Thank you again for your interest, and prayers and best wishes as you consider an application.

The Rt Revd Dr Helen-Ann Hartley, Bishop of Newcastle

Introduction to the Diocese of Newcastle



The Diocese of Newcastle is the Church of England's most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With **168** parishes across **2,110** square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. The **12** deaneries within **2** archdeaconries (Lindisfarne and Northumberland) serve a population of **831,600** people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas.

A current cohort of **107** stipendiary, **26** self-supporting clergy and **43** Readers under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe are resourced by a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. A small administration team is based at Church House, North Shields. This is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS. Due to the nature of the post, there is a requirement to occasionally work at other locations throughout the Diocese, with some evening and weekend work required over the year.

COMMUNICATIONS & ENGAGEMENT SUPPORT OFFICER

OVERVIEW

As part of our work to develop our capacity for diocesan growth and renewal, the Bishop's Council have committed to a period of local consultation, engagement and strategic discernment in order to (through prayer, conversation, research and modelling) develop a long term strategy for achieving sustainable, missional growth (or 'Diocesan Transformation plan') together with a supporting scheme for cultural change as we seek to become a Diocese that is growing younger and more diverse and growing as missional disciples of Jesus Christ.

As we begin this work, we are recruiting a fixed term programme team to support the period of discernment, that will drive the development and design of this strategy.

A key element of this will be developing strong two-way communications that enable local stakeholders to contribute to our process of discernment and to support churches, clergy and local people to engage through discipleship, prayer and planning, in some of the early work of missional change and imagination. The Communications & Engagement Support Officer will be a crucial member of this creative team who will work collaboratively to achieve this and with the wider Diocesan and local leaders to develop engagement as our strategy for transformation emerges.

Able to think creatively, you will be able to translate some of our early ideas for missional change into engaging discipleship materials, create resources to support local consultation that create conversation, share progress and generate a sense of shared purpose that is underpinned by our Christian faith in Jesus Christ, in ways that make sense to local people and reanimate our shared story as God's people in the North East of England.

You will be a creative and positive thinker, who enjoys working with volunteers, clergy and lay leaders, who is enthusiastic about our shared faith in Jesus and is able to contribute to developing worship and discipleship, strategic and governance resources, who can participate in and resource Christian worship and is able to produce compelling print and digital resources that support a broad variety of people to engage.

The role is a half time, fixed term role, based at Church House, with some work in parishes, occasional weekend and evening work (for major events) and opportunity for some home working (in consultation with the Programme Lead).

OUR CONTEXT

The Diocese of Newcastle is one of the most diverse dioceses in the Church of England, with a population that includes the diversity of inner-city Newcastle, ex-colliery and industrial communities of Blyth and Ashington, coastal villages, market towns and remote villages of inland Northumberland.

With 70 full time clergy, university and hospital chaplaincies, church schools and 236 churches we are well rooted in every context and keen to find ways to proclaim the gospel afresh in ways that make sense for a changing local context that has found mission and sustainability challenging in recent years.

With support from the national church we are beginning a process of developing a new missional vision and strategy and are committed to developing our capacity for growth, which will be anchored in a new ten year strategy, to be developed and launched as the result of the work of our capacity building programme (of which this role is one element) that will run from Autumn 2026 to Winter 2027.

THE ROLE

Working alongside our existing comms team, you will be based within the Transformation programme team, supporting the development of the discernment and design phase as we develop our Diocesan Vision & Strategy for missional growth, working as a team to develop local discernment, listening and learning by developing and delivering an integrated communications strategy that builds prayer and the engagement of stakeholders in all our contexts.

Working closely with the Transformation Programme lead, you will also be required to work collegially with our existing communications team and contribute to building strong working relationships across the wider Diocesan team and Diocese as we begin on the work of culture change and developing the confidence, resources and strategy to regrow in response to our shared missional vocation as the people of God in the North East of England.

PURPOSE

To support the engagement, discernment and mobilisation of all our stakeholders in the development of our emerging Diocesan vision and strategy by developing content and communications to support consultation and engagement (in all their forms, including print, online, prayer and learning) in the key discipleship, vocational, organisational dimensions of the transformation agenda.

OBJECTIVES

- To work with the Transformation Programme Lead to develop a communications and engagement strategy to communicate and engage the Diocese with consultation and design elements of the capacity phase and create buy in to later Transformation programme phases.
- To produce supporting materials for the stakeholder consultation phase
- Working closely with the diocesan communications team to create and deliver lively and engaging content, including videos and social media campaigns to help bring the Diocesan strategy and the calendar of activity in the diocese to life and increase engagement with it (as it emerges).
- To support the development of discipleship resources for churches & small groups (including prayer, group study & lent materials)
- Identify and share stories with audiences, which underpin our diocesan strategy, and turn them into content appropriate for use with a variety of audiences and platforms.
- Work with the Director of Communications and wider diocesan communications team to develop project content which dovetails with and compliments our wider comms strategy and rhythms, with a particular focus on cultivating prayer for, reflection on and learning engagement related to the work to develop mission capacity and confidence.
- Produce differentiated and empowering discipleship and launch material and an evolving suite of literature to support engagement as our strategy coalesces and which speaks to the diversity of all our contexts.
- To draw on wider best practice, resources and insights from the national church and other partners.

Essential Criteria Qualification & Training	• Creating content and editing print and digital content for different channels and audiences. • Experience of using Adobe InDesign, Canva or similar tools • Excellent oral, written, and visual communication skills. • Able to present to and engage with a diverse range of stakeholders as a representative of the Diocese. • Excellent IT skills, including use of Microsoft Office and Adobe Cloud Creative suite. • A full UK drivers' licence
Desirable	• Experience working with external agencies and volunteers. • Experience of working in church, diocesan, charitable or other community interest context. • Experience of monitoring analytics for web and social channels and producing regular monthly reports. • Experience of developing story telling as a resource to support organisational and missional change.
Personal Qualities	• Self-motivated, flexible, and capable of organising and prioritising, working independently whilst also being part of the wider team, and working to deadlines; • An experienced team player, motivated by serving communities; • A creative and enthusiastic individual, able to think pragmatically and innovatively, with a passion and flair for communication and design; • Aware of the need to maintain confidentiality and respond sensitively to difficult issues; • Able to employ a range of communications strategies and resources. Ready to learn and explore new approaches and resources; • A reflective practitioner; • Committed to GDPR, safe working and safeguarding; • Able to work effectively and generously with volunteers, employees and clergy; • Able to work safely and wisely with a breadth of community stakeholders (including [on occasion] children and young people);

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- Able to enthusiastically support the work, mission and ministry of the Church of England as a specifically Christian faith-based organisation and able to honour its breadth of context and practice.;
 - Comfortable working in a faith environment, attending/participating in Christian worship and able to join in enthusiastically with the life and worship of the local churches and contexts we serve and will engage with;
 - Willing and flexible to work out of hours for specific events, with time claimed in lieu;
 - A person who can be an ambassador for the Diocese, representing our leaders, partners and Christian ethos well to all.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Salary	The salary is £20,220 per annum (full-time equivalent is £40,440 per annum).
Pension Contributions	Employees will be automatically enrolled into the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The Newcastle Diocesan Board of Finance contributes 10% of pensionable salary as an employer contribution to the Scheme (9.5% contribution and 0.5% life cover). This is a non-contributory Scheme and staff may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment. There is an option for a member of the clergy to continue membership of the Clergy Pension Scheme by paying the difference in pension costs between the two schemes.
Hours of Duty	The post is offered as a part-time post 0.50 full-time equivalent post (18.75 hours per week). Working hours to be agreed. The post may require availability and attendance at evening and weekend meetings and events. Overtime is not paid but time off in lieu is provided. Lunch and any other breaks are unpaid.
Annual Leave	The leave year runs from 1st January to 31st December. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays, plus an additional 4 days holiday approved by the Board. Part-time staff receive a pro rata allocation of leave which includes a pro rata of the public holidays and additional holidays approved by the Board.
Contract	The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period.
Location	This post is located at Church House, St John's Terrace, North Shields NE29 6HS. Much of the role is office based but aspects of the role will include site visits and meetings at locations across the Diocese of Newcastle. Church House is located close to Percy Main Metro Station and other public transport options. There is parking available on site and access to Electric Vehicle charging.

Accountability and key relationships	• The Transformation Team Programme Lead (line manager) • The Diocesan Secretary • The Transformation Programme team (Transformation Programme Lead, Research & Insights Analyst, Communications & Engagement Support Officer, Programme Support Officer) • The Transformation (Vision & Strategy) Core Team • The Director of the Mission & Ministry (and members of the Mission and Ministry Team) • The Diocesan Director of Communications (and Communications Team) • Local clergy & lay leaders
Additional Information	• The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK. • Some travel to gatherings in the diocese will be required. Expenses will be fully reimbursed. • This is a fixed term post, 0.5fte, to March 31st, 2028.
How to apply	Applications are to be made through Pathways and should include a CV: Click here The closing date for the receipt of applications is 2nd September 2026. Interviews will be held in-person on 25th September 2026. Interview will be by panel interview, presentation of a previous portfolio of work and a short presentation (title to be advised on invitation to interview). Please contact the Administrative Lead to arrange an informal chat – Ruth O’Hagan r.ohagan@newcastle.anglican.org