

ROLE PROFILE FOR CHURCH SUPPORT HUB CONTENT EDITOR

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 Vision and Strategy Team has been established to support the whole Church in its embrace of and engagement with the national Vision and Strategy for the Church for the 2020s. The Vision and Strategy department has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology – doing church in varied forms and settings.

The Vision and Strategy team consults on, one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually by the Strategic Mission and Ministry Investment Board (SMMIB) to support the Church's mission and ministry across England, prioritising investment in the most income deprived communities. The SMMI funding includes a Diocesan Investment Programme (DIP) and a Partnership Funding
March 2024

programme which provide funding to enable the bold outcomes and strategic priorities of the Vision & Strategy to become a reality in parishes and communities. In addition, the team manages a portfolio of £300m of existing projects and programmes. As funding programmes mature there is a need for increased focus on insight and learning from the portfolio, an understanding of what this means for future strategy and clear communication of its impact.

What you'll be doing

This role has been established to provide editorial leadership for the next phase of development for the Church of England's Church Support Hub. This platform is the primary channel through which key stakeholders can engage with insights and learning from work to implement the Church of England's Vision and Strategy. Editorial oversight will involve bringing creativity to enhance the range of resources users can access, maintaining high levels of excellence and quality, curating content to meet the needs of leaders in local churches, dioceses and national work.

MAIN DUTIES AND RESPONSIBILITIES

- Providing editorial leadership for the Church Support Hub (CSH), shaping its next phase of development to enhance the implementation of the Church of England's Vision and Strategy.
- Working with Vision & Strategy colleagues, wider NCI teams and selective partners to deliver key resources such as webinars, blogs, and practical tools linked to national priorities (missionary disciples, younger and more diverse, mixed ecology).
- Curating and expanding the range of resources available on the CSH to meet the needs of leaders in local churches, dioceses and national work.
- Overseeing content workflows and scheduling, maintaining high editorial standards, consistency, accessibility, and tone across all resources to provide a positive user experience.
- Coordinating the sourcing, commissioning, creation, and editing of content—including internal materials and partner resources—ensuring alignment with CSH style and quality guidelines.
- Building and maintaining relationships with external church-based organisations to acquire or commission priority resources.
- Producing the monthly Church Support Newsletter and manage associated content requests and administration.
- Promoting the CSH through internal newsletters, networks, social channels, and diocesan communications; support delivery of the wider communications plan to grow engagement.
- Regularly reviewing and update site content, removing outdated material and ensuring the platform functions effectively in partnership with the CSH Operational Support Officer; escalate technical issues to suppliers as needed.
- Establishing mechanisms to evaluate the impact of CSH resources and identify opportunities to extend reach across NCIs and dioceses.

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

- Experience in use of Content Management Systems for websites, digital platforms, or databases
- Understanding of content strategy and user experience principles
- Knowledge of the basic structures and organisation of the Church of England
- Knowledge of the principles of audience segmentation and targeted engagement

Skills & Abilities:

- Strong editorial and proofreading skills with excellent attention to detail
- Ability to organise and process large volumes of information quickly
- Clear and effective written and verbal communication
- Highly organised, adaptable, and able to prioritise under pressure
- Confident working independently and making decisions
- Professional and diplomatic when handling enquiries and stakeholder interactions

Desirable

- Experience in commissioning content from external contributors.
- Familiarity with digital analytics and impact evaluation.
- Knowledge of accessibility standards for online content.
- Experience developing editorial style guides and managing multiple contributors.
- Experience in managing content for online platforms/websites
- Understanding of digital marketing and social media promotion.
- Knowledge of the Church of England's Vision and Strategy, and familiarity with concepts such as 'mixed ecology' and 'missionary disciples'

Vacancy Summary

JOB TITLE:	Church Support Hub Content Editor
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 4 Standard Point
SALARY:	£48,557
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day per week in the office
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	Click or tap here to enter text.
COST CODE:	22510
PARENT POSITION:	Learning Delivery and Infrastructure Lead