

### 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 is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church's aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is – something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. Most of the safeguarding work is carried out locally within the 42 dioceses and cathedrals in England. This work is supported centrally by a National Safeguarding Team (NST).

\*We are in the process of changing the role of Diocesan Safeguarding Advisor to Diocesan Safeguarding Officer. References in other documents to Diocesan Safeguarding Advisors can be interpreted to mean Diocesan Safeguarding Officers.

\*\*A Church Officer is anyone appointed/elected by or on behalf of the church to a post or role, whether they are ordained or lay, paid or unpaid.

## What you'll be doing

The purpose of this role is to support the work of the national safeguarding team and assist the Communications Manager by contributing to the delivery of key safeguarding initiatives and communications strategies, as well as supporting the planning and implementation of future engagement and awareness campaigns. This role may also involve managing or co-managing specific projects.

### MAIN DUTIES AND RESPONSIBILITIES

#### Administration and Support

- Support the Communications Manager in developing and delivering outreach campaigns, contributing to content creation across social media, web, video, and print platforms. This may include aspects of graphic design and web content management.
- Engage in professional development to enhance skills and knowledge relevant to safeguarding and communications.
- Undertake other duties as required, contributing flexibly to the evolving needs of the safeguarding and communications functions.

#### Communications and engagement

- Support safeguarding and communications initiatives by producing high-quality digital content for internal and external audiences, ensuring timely and accurate delivery.
- Act as a subject matter expert in digital imaging, offering training and guidance to colleagues involved in safeguarding and communications work.
- Coordinate and supervise digital content creation activities, ensuring alignment with organisational priorities and communication strategies.
- Lead on developing expertise in digital content production, staying informed about new technologies and best practices in imaging and media management.
- Work collaboratively to ensure the secure and appropriate use of digital content, particularly in sensitive or high-impact contexts.
- Collaborate with IT staff to ensure the functionality and maintenance of equipment and software used in digital content creation.

## Digital and Data management

- Ensure all digital content meets quality and accessibility standards, working with relevant teams to handle sensitive or complex materials appropriately.
- Provide content in compliance with copyright law, advising stakeholders on usage rights and managing permissions for image and media use.
- Administer the digital content service, managing requests, maintaining accurate records, meeting delivery timelines, and updating procedures as needed.

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**

#### *Skills/Aptitudes*

- Strong IT skills, including proficiency in image creation, publishing, and photo editing software (e.g. Capture One, Adobe Photoshop, Lightroom, Bridge or similar), as well as general applications such as Microsoft Office.
- Excellent oral and written communication skills, with the ability to convey information clearly and professionally to a range of audiences.
- Attention to detail and care in handling sensitive digital content, ensuring accuracy, security, and compliance with relevant guidelines.

#### *Knowledge and Experience*

- Experience capturing high-quality images for use in communications, outreach, or digital campaigns.
- Good working knowledge of web technologies including websites, customer portals, eForms, and Web analytics tools.
- Good working knowledge of HTML, CSS, SEO and UX design
- Familiarity with digital asset management and content management systems, supporting efficient organisation and publication of digital content.
- Good copywriting and editorial skills.

- Experience of working in an agile environment to deliver content projects for internet and Intranet platforms.
- Customer service experience, demonstrating responsiveness, professionalism, and a user-focused approach.
- Working knowledge of copyright law, with the ability to apply and develop this knowledge in the context of digital media and communications.

#### *Personal Attributes*

- Good interpersonal skills and the ability to deal politely, confidently and efficiently with internal and external users.
- Ability to train colleagues in imaging techniques.
- Ability to work unsupervised and as a member of a team.
- Ability to organise your own work and prioritise duties across a range of work areas and projects.
- Ability to work under pressure and meet deadlines.
- Ability to work methodically and accurately showing attention to detail, including care in undertaking administrative tasks e.g. recording orders and payments and filing paperwork.
- Ability to work to agreed standards.
- Commitment to providing a high-quality service to colleagues and external customers.

#### **Desirable**

#### *Skills/Aptitudes:*

- Experience in user interface design and web development.

#### *Knowledge/Experience:*

- Understanding of conservation and handling issues.
- Knowledge and experience in graphic design/web design applications (InDesign, Illustrator and similar)

<b>JOB TITLE:</b>	<b>Digital Officer</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster, SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Hybrid options available
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Basic
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	TBC
<b>COST CODE:</b>	22381
<b>PARENT POSITION:</b>	Communications Manager