

ROLE PROFILE FOR Financial Communications Manager

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 Financial Communications department handles communications for the Church Commissioners and the Pensions Board, and works with other parts of the wider organisation to support with communications matters related to Finance.

What you'll be doing

The purpose of this role is to support the Head of Financial Communications in providing leadership and the wider organisation with a professional communications service.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure effective communications planning, processes, and staging calendar implementation
- Maintain good relationships with key stakeholders (Church Commissioners, Pensions Board), with a particular focus on Responsible Investment
- Monitor press coverage and distribute to all relevant internal contacts
- Respond professionally to media enquiries from news organisations, including the rapid development of agreed responses to media enquiries
- Proactively support and help prepare messaging ahead of anticipated media interest
- Support internal stakeholders in development and communication of their core messaging
- Proactively identify PR opportunities for the Church of England's National Investing Bodies
- Manage the relationship with the Ethical Investment Advisory Group, the Social Impact Investment Fund, the Giving Team, Parish Buying, and other internal stakeholders
- Build positive relationships with key financial and specialist journalists who cover the work of the National Investing Bodies
- Field media requests for interviews, photo calls, events, and similar
- Provide support with media training and photo shoots for internal stakeholders
- Take initiative in identifying and organising relevant speaking, conference and award opportunities
- Produce the Church Commissioners' annual report – liaising with internal stakeholders, collating and editing content, working with the design agency, and managing budget
- Maintain excellent relationships with external suppliers and design agencies
- Produce website content for relevant Church of England entities
- Work with the digital communications team to support with social media content for Church Commissioners and Pensions Board
- Manage the Church Commissioners' LinkedIn accounts, creating content and working with stakeholders to ensure consistent and timely content
- Deputise for the Head of Financial Communications as necessary

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

- Understanding of financial communications
- Experience of working with mainstream media
- Track record of delivering text to specification to tight deadlines

Skills & Abilities:

- Excellent written and verbal communication skills
- Good time-management
- Strong interpersonal skills
- Good attention to detail

Desirable

- Existing network among journalists
- Journalistic or communications experience within a high profile organisation
- Interest in sustainable investment

Vacancy Summary

JOB TITLE:	Financial Communications Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Communications
GRADE:	Band 3 Standard Point
SALARY:	£56,833
WORKING HOURS:	35 hours/week
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Likely three days in the office a week
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input 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:	8100455
COST CODE:	50181
PARENT POSITION:	8017314