

ROLE PROFILE FOR Head of Communications & Partnership

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.

This role joins the work of the Reconciling Leaders Network, a charitable entity seconded within the National Church Institution, which has produced the *Difference* course.

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 Reconciling Leaders Network has implemented reconciliation as a priority for the former, 105th Archbishop of Canterbury, working across the Anglican Communion supporting a ministry of peacebuilding and reconciliation, with a small and agile team organising this work.

The wider reconciliation team has two focus areas: Reconciling Leaders Network (RLN) - which has developed *Difference*; Peacebuilding - which supports churches in areas experiencing violent

conflict. This role will focus on *Difference* and the work of RLN, with intermittent support on the other areas.

Difference (difference.rln.global) aims to encourage, support and mobilise a generation to live out their calling as peacemakers and reconcilers, pursuing a just flourishing world. This role will seek to deliver significant growth and engagement of *Difference*.

What you'll be doing

The Head of Communications and Partnerships will lead RLN's communications, marketing, and digital engagement strategy, ensuring our message is clear, compelling, and consistent across all channels, extending the reach and engagement of *Difference*. This role is central to shaping how RLN and *Difference* are experienced by audiences in the UK and globally.

The successful candidate will bring understanding of the justice, reconciliation, and peacebuilding sector, as well as the geo-political and ecclesial contexts in which RLN operates. They will be a strategic thinker, a skilled marketer and relationship builder, a collaborative leader who is committed to equity, diversity, inclusion and justice, and brings cultural sensitivity to their work and leadership.

The post holder will support the bold objectives for this reconciliation ministry.

The post holder will deliver strategic marketing insight; manage product development, content and campaigns; and external collaborations. The post holder will have budgetary and line-management responsibilities and work with external agencies and freelancers to deliver outcomes.

You will work with and through Anglican systems, structures and networks as well ecumenically across different Christian denominations and other organisations – reaching a global audience. As well as working with civic, community and multinational organisations and networks.

MAIN DUTIES AND RESPONSIBILITIES

1. Strategy and Delivery

- Develop and deliver RLN's communications strategy in alignment with organisational goals.
- Create and implement campaigns and tactics to grow a network of reconcilers, extending the reach and engagement with *Difference* and future RLN initiatives.
- Lead on storytelling and content creation across digital, print, and social media.
- Create and implement communication campaigns, working with all forms of media.
- Shape and steward RLN's narrative within the church and reconciliation sector
- Ensure brand consistency across all platforms, reflecting RLN's visual identity and invitational tone of voice.
- Develop strategic partnerships and collaborations that increase engagement with reconciliation and *Difference*.

- Oversee the user journey and experience across all channels (website, resource hub, social media, emails etc.) ensuring they are optimised and effective.

2. Team and Project Management

- Line-management responsibility. Setting objectives and supporting delivery of the communications plan.
- Oversee workstreams, for example emails, social media, and the day-to-day communications schedule of *Difference*.
- Commission and manage external suppliers and consultants, including contracts and delivery against objectives.
- Ensure compliance with organisational policies, procedures and with regulatory and charitable organisational requirements.
- Prepare and manage the communications budget
- Support internal communications and storytelling to strengthen team culture and alignment.

3. Product Development

- Provide strategic insight into the development of *Difference* resources and future RLN initiatives.
- Ensure distribution channels are integral in the development of new resources.
- Manage updates and edits to the *Difference* course materials, including translations
- Ensure all resources faithfully express the values, theology and brand of Difference

4. Impact & Insights

- Monitor and evaluate the impact of the *Difference* course and recommend improvements.
- Optimise *Difference* website, social media and the Training and Resources hub
- Track and report on key indicators.
- Contribute to fundraising efforts, write impact reports for the director, funding grants and governance.

The team works closely and collaboratively, providing assistance across portfolio areas at times when extra capacity is needed. As such, an important part of this role will be to help out other team areas as required and as capacity allows.

All employees share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

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

- Ability to develop and implement a communications strategy, allocating budget and staff resources.
- Strategic thinker with creativity, adaptability and a proactive approach to ideas generation.
- Excellent communication skills – written, verbal and inter-personal – with the ability to engage diverse audiences.
- Excellent stakeholder management.
- High resilience with the ability to manage multiple priorities and work under pressure.
- Skilled in shaping messaging for church engagement (for example on themes of reconciliation, polarisation, forgiveness, division, justice).
- Ability to communicate theological concepts in accessible and engaging way.
- Good IT skills, including Microsoft Office and digital communication platforms

Knowledge/Experience:

- Experience of working with senior leadership to translate strategic goals into measurable communication plans and outcomes
- Track record of delivering strategic communication campaigns that grow reach and engagement.
- Experience managing projects, suppliers and stakeholders – delivering on time, target and budget
- Experience of product development and innovation.
- Line management experience.
- Good knowledge of Christian faith and theology, including an understanding of the ministry of reconciliation.
- Good knowledge or and relationships with Christian organisations, denominations and networks
- Good understanding of international relations and current affairs.
- Familiarity with the Anglican church and other Christian denominations, with appreciation of diverse traditions and engaging across this breadth.

Personal Attributes:

- Passionate about reconciliation and equipping people as peacemakers and reconcilers.
- Operate with discretion and integrity.
- A self-starter with strong initiative and team orientation.
- Committed to personal wellbeing and good self-management.
- Proactive and committed to achieving results.
- Adaptable and responsive meet the responsibilities of the post.
- In sympathy with the aims and ethos of the Church of England.

Circumstances:

- Whilst the NCIs are committed to wellbeing and work/life balance, a willingness and availability to occasionally work outside normal office hours is required, on occasion.
- Flexible in order to meet the demands of the post (attending events including weekend events when required).

Desirable

- Training and/or experience in reconciliation related sectors, such as interfaith, social cohesion, racial justice, trauma-informed practices, mediation, restorative justice
- Experience engaging global audiences across different regions, languages and cultures

Vacancy Summary

JOB TITLE:	Head of Communications
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 3 Standard Point
SALARY:	£59,248
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House or Lambeth Palace, London
HYBRID WORK ARRANGEMENTS:	2-3 days per week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Secondment 6 months
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:	8100077

COST CODE: 15069

PARENT POSITION: 8100245 - Director of the Reconciling Leaders Network