

ROLE PROFILE FOR COMMUNICATIONS COORDINATOR

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 Lambeth Palace

Lambeth Palace is the residence and office of the Archbishop of Canterbury, and the centre of their ministry in the Church of England and Anglican Communion. The Lambeth Palace communications team supports the Archbishop in their public ministry, from media relations and speechwriting, to digital communications and campaigns. The team work closely with communications teams at Church House, Bishopthorpe, the Anglican Communion Office, the Diocese of Canterbury and the dioceses of the Church of England.

What you'll be doing

This role provides organisational and administrative support to the Director of Communications and the Lambeth Palace Communications Team. The post holder will play an integral role in the Communications Team, helping to ensure it is efficiently run, outward-looking and accessible to

its wide variety of stakeholders. The role involves contact with media outlets including journalists, staff of the National Church Institutions including the Church of England Communications Team, Communications staff from across the Anglican Communion, Clergy, and a range of external organisations.

This post offers an excellent opportunity to work in a friendly, busy office, in unusual and pleasant surroundings. The staff at Lambeth Palace work as a small and close-knit team and support each other at busy periods with flexibility and good humour.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide executive administrative support to the Director of Communications, including diary and inbox management, drafting correspondence, assisting with papers and presentations and other tasks as required.
2. Provide wider communications team support including room bookings, minutes and agendas and travel arrangements. Assist where needed in a range of comms functions including research, correspondence, forward planning and maintaining contacts.
3. Ensure all briefs from the Communications Team are delivered on time and to a high standard. Where needed, assist with researching and writing briefs and backgrounders.
4. Take responsibility for planning, organising and executing all logistical and hospitality arrangements related to communications at Lambeth Palace, including hosting crews and journalists when onsite, and providing administrative support at press conferences, receptions and other functions.
5. Provide support with managing freelancers such as photographers and videographers, including invoices, filming dates and contractual obligations and confidentiality agreements where appropriate. Co-ordinate logistics, briefs and scripts with internal teams and external stakeholders.
6. Take responsibility for accurate production and storage of records from the communications team, including file notes, transcripts and photography.
7. Where needed, represent the Director of Communications and the work of the Communications Team at staff meetings and wider communications team meetings.
8. All staff working at Lambeth Palace 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

Knowledge/Experience

- Experience of managing busy diaries, correspondence and papers for a senior manager.
- Project management experience
- Experience of managing stakeholder relationships across different levels of seniority.

Skills & Abilities:

- Good working knowledge of Office 365, especially Outlook.
- Efficient and diplomatic, with strong interpersonal skills.
- Ability to work independently, flexibly and calmly under pressure.
- Confident to give and take feedback, and raise issues and concerns.
- Positive attitude to team working, proactive approach to problem solving and a willingness to take on responsibility for tasks.

Desirable

- Experience of working in a media / communications office.
- An understanding of the work of the Archbishop of Canterbury and the Church of England.

Vacancy Summary

JOB TITLE:	Communications Coordinator
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 5 Standard Point
SALARY:	£40,572 (FTE)
WORKING HOURS:	21
PRIMARY OFFICE LOCATION:	Lambeth Palace, Lambeth Palace Road, London, SE1 7JU
HYBRID WORK ARRANGEMENTS:	Flexible working available
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes ☐ No ☒
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes ☐ No ☒
CONTRACT TYPE:	Fixed-Term – maternity cover up to 1 year
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☒ Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐
ORACLE POSITION CODE:	8027649
COST CODE:	15060
PARENT POSITION:	Director of Communications to the Archbishop of Canterbury