

## 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

This role provides an excellent opportunity to work in a friendly, committed, good humoured, professional, purpose driven and busy team working on a varied and often fast-paced portfolio. We support the Church to contribute to national conversations on issues of social significance, fulfil its obligations regarding transparency and accountability, and the management of communications around complex issues facing the Church today. The team delivers the communications strategies for the Church of England nationally, oversees communications for the National Church Institutions (NCIs) and ensures coordination with the communications of the Archbishops of Canterbury and York.

## What you'll be doing

This is your chance to be part of a dynamic team, supporting the Church of England's mission while developing your skills in a key role within our national communications team; providing high quality organisational and administrative support to deliver the objectives of the Church of England's News Team serving a wide variety of stakeholders.

### MAIN DUTIES AND RESPONSIBILITIES

- Acting as a first point of contact for media enquiries to the Church of England, triaging requests from regional, national and international media and working with members of the News Team to ensure a timely response.
- Monitoring of the shared inbox and incoming calls and assisting in day-to-day news team support, including with occasional out-of-hours duties.
- Publishing press releases and helping to maintain the Media Centre section of the Church of England website.
- Managing and updating media contacts lists.
- Managing out-of-hours media call logistics.
- Maintaining key platforms, including news planning, monitoring, mailing and contact platforms.
- Managing day-to-day relationships with platform account managers, including news monitoring, journalist database and licensing services
- Planning media conferences (hybrid and in-person), sending invitations to spokespeople and media, and handling media accreditation
- Assisting with media support for General Synod both in York (Residential - July) and London (Feb/Nov) including leading on media accreditation and preparation of media passes.
- Managing logistics for occasional other conferences, training and events.
- Occasional minute and notetaking from meetings.
- Monitoring coverage of stories, transcribing interviews, and sharing coverage with key stakeholders, supporting an effective response to emerging issues.
- Assisting production of the Daily Media Digest and compiling content.
- Assisting with the production of one-off press and broadcast coverage reports and summaries.
- Supporting the production of content for channels including the Church of England website and social media channels in liaison with the Church of England Digital Team.
- Assisting with research for press releases and media briefings.
- Supporting the development of relationships with journalists and the national network of Diocesan Communications Officers.
- Supporting communications for projects within the national church, supporting a range of internal (NCI) and wider Church of England stakeholders.
- Carrying out any other duties as reasonably required.

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 dealing with a wide range of people in the course of work, including at senior level.
- Familiarity with various digital media tools, encompassing file transfer portals, email software, rudimentary online graphic design or image editing tools (e.g., Canva), or a willingness to undergo training.
- Proficiency in content management website systems, including the uploading and editing of content and assets, or a readiness to partake in training.

#### *Skills & Abilities:*

- Solid proficiency in Office 365, particularly Outlook.
- Exemplary project management capabilities, with a proven ability in stakeholder engagement.
- Ability to communicate, particularly in an appropriate manner with the press, both orally and in writing.
- Proficient task prioritisation and adept management of diverse responsibilities and deadlines.

### **Desirable**

- Basic understanding of media relations and experience in drafting press materials is advantageous.
- Some familiarity with professional application of social media platforms.
- Awareness of and interest in national and international politics and societal issues.
- An understanding of the work of the Church of England.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Communications Co-ordinator (News)</b>
<b>NCI ENTITY:</b>	Church of England Central Services
<b>DEPARTMENT:</b>	Communications
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London, SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	2-3 days per week in the office
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term – maternity cover
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8101592
<b>COST CODE:</b>	50181
<b>PARENT POSITION:</b>	Head of News