



Communications Assistant

Appointment Pack
January 2024



Thank you for your interest in the role of Assistant to our Communications Team.

Communication, both internal and external, is critical to delivering the Diocesan vision of Living God's Love. We are looking for someone to join us in this new role with a strong administrative and IT background and good interpersonal and communication skills to support the existing team.

If this could be you, we would be delighted to receive your application.

If you would like an informal conversation to help you in considering your application please contact the Director of Communications, Robert Hargrave, via [Email](#).

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'D. White'.

David White
Diocesan Secretary

THE DIOCESE OF ST ALBANS



The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which

about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 185 clergy with Permission to Officiate and 300 Lay Readers. There are 137 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.



The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 137 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

THE TEAM

We are currently working to develop a first-rate communications operation in the Diocese to internal and external audiences and across all media.

Our new Director of Communications is now looking to develop a team of staff and volunteers to deliver strategic communications output, of which this appointment will be a part.

Our new approach recognises that everyone is involved in communications and we are therefore developing a communications strategy that is both robust and flexible so that it has clear direction and priorities as well as capacity to respond to matters of urgency, importance and sensitivity that arise within today's Church. The team are also work with colleagues on our new, improved website and online presence for the Diocese.

This role has been created to provide administrative support to Communications Team, which consists of:

- Director of Communications
- Creative and Digital Communications Partner

A key aspect of the role is to provide effective administrative support to the team and be a point of contact for enquiries.

Job Description

Job Title:	Communications Assistant
Department:	Communications
Line Manager:	Director of Communications
Reviewed By:	Director of Communications
Date:	January 2024

Job Profile

Purpose of the Role

To support the Director of Communications and ensure that the work of the team is administered efficiently.

Decision Making and Authority

Administrative support, no responsibility for budget or decision making.

Guidance and Direction

The post holder will work under the supervision of the Director of Communications. The role is operational and largely reactive. Limited discretion and independence for completing tasks and expected to work proactively to enhance the effectiveness of the team. There is an expectation that they should be able to work without supervision on allocated tasks and be the first line of contact for the team when other team members are not available.

Key Relationships and Context

Close working relationships with the Director of Communications and other members of the team. Contact with all other members of Diocesan staff and parish officers.

Pressure and Working Environment

Office based (hybrid), some flexibility required. Deadlines for some areas of work.

Duties and Key Responsibilities

- Manage the office of the Director of Communications including diary, correspondence and the flow of requests for communications support
- Provide initial responses to email and telephone contact from parishes and external stakeholders, logging support requests and escalating as appropriate
- Assist with the drafting of documentation
- Manage online storage of documentation
- Update and maintain website pages controlled by the Communications Team
- Assist with the production of regular email bulletins
- Liaison with other diocesan staff
- Any other tasks required for the smooth running of the department.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

We are looking for a candidate with:

- Reasonable level of education (A Level or above)
- A proactive attitude, the confidence and reliability to work unsupervised, and the insight to anticipate the needs of the team
- Good interpersonal skills and an aptitude for dealing courteously with people and their queries
- An eye for detail and an ability to maintain accurate records
- An attractive and clear writing style
- Good IT skills, including a thorough working knowledge of Microsoft Office
- Experience of electronic record keeping
- Sympathy with the aims and ethos of the Diocese of St Albans and the Church of England.

- It will be desirable to have:
 - previous experience in an administrative role
 - a working knowledge of WordPress and Canva
 - experience of creating and maintaining website pages
 - experience with a support ticket management system.

Terms and Conditions of Employment

- Salary:** In the range £25,000 – £27,000 per annum, pro rata.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a flexible part time (0.2 – 0.4) position of up to 14 hours per week. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.
- Holidays:** Annual leave entitlement will be pro-rata to the full time entitlement of 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be one month.
- Place of Work:** The post is hybrid either at the Diocesan Office or remote working from home.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below):

Closing date: **Monday 22 January, 12 noon**
Interviews: **31 January, in St Albans**

Submit via email: diosecpa@stalbans.anglican.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.