



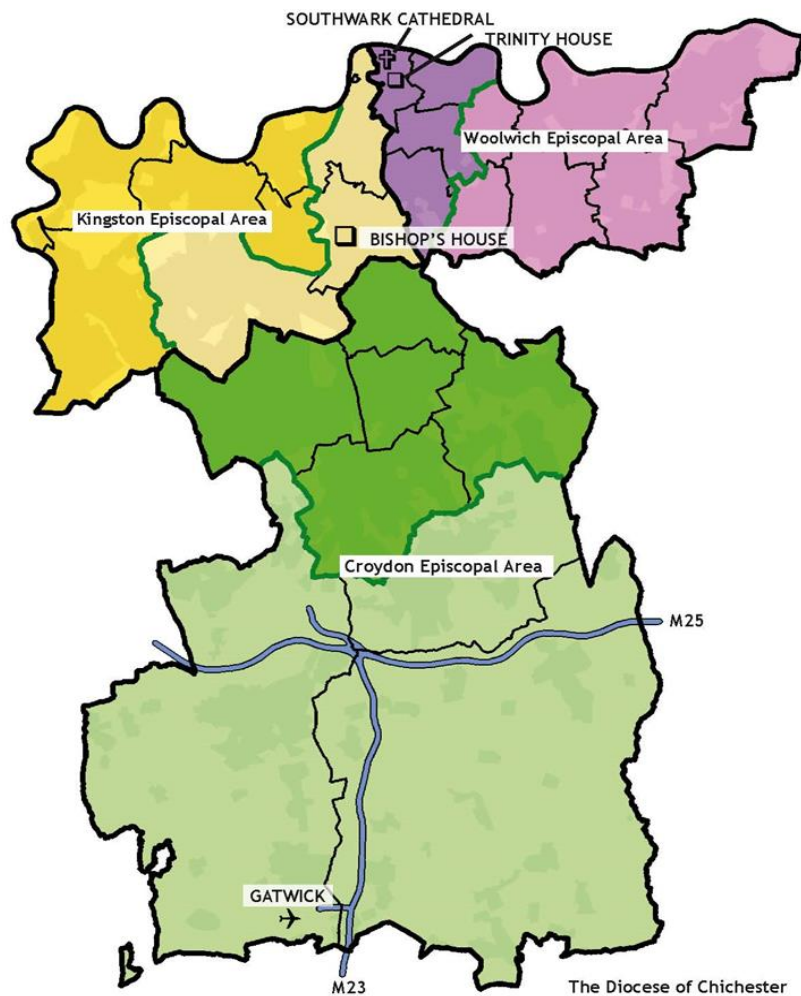
**The Diocese of  
Southwark**

## Communications Assistant

### Job Information Pack

*Closing date: 5<sup>th</sup> November*

*Interviews: to be confirmed*





## The Diocese of Southwark

## Director of Communications

Anna Drew

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13<sup>th</sup> October 2023

Dear applicant,

I am delighted that you have shown an interest in the role of Communications Assistant.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background information about our Diocese. The deadline for applications is Sunday 5<sup>th</sup> November. Interviews are scheduled for November.

This post will enable the right candidate to play a key role in supporting the delivery of our communications strategy as the team seeks to encourage, resource and support our parishes in their mission and ministry. It's a chance to work as part of a skilled staff team who serve a diverse and vibrant part of the Church of England - and would be an ideal opportunity for someone looking to develop their skills and experience in communications work.

Please don't hesitate to contact me if you would like an informal discussion about the role prior to application.

This is an excellent opportunity for someone who shares our values and has a passion for communications. The role is ideal for someone who is keen to use their skills to make a real difference to the work of the Diocese, in supporting our parishes and serving the people of South London and East Surrey. If this is a role that excites you and you believe that you have the necessary skills, experience and imagination, we would very much like to hear from you.

Yours sincerely

Anna Drew  
Director of Communications  
[anna.drew@southwark.anglican.org](mailto:anna.drew@southwark.anglican.org)  
07831694021

### The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Ruth Martin





## The Diocese of Southwark

### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

Job Title: **Communications Assistant**  
Department: **Communications Department**  
Reporting To: **Director of Communications**

### Job Purpose

This is an exciting opportunity to play a key role in supporting the delivery of our communications strategy as the team seeks to encourage, resource and support our parishes in their mission and ministry. It's a chance to work as part of a skilled staff team who serve a diverse and vibrant part of the Church of England - and would be an ideal opportunity for someone looking to develop their skills and experience in communications work.

### Post Introduction

We are a busy, supportive and flexible team undertaking a wide range of tasks to support parishes, senior clergy and staff in their work and mission. There will be plenty of opportunity to 'pitch in' with a variety of projects growing your skills and expanding your experience in a variety of disciplines.

The role will provide administrative support to a team engaged in a wide range of communication activities, including our Diocesan newspaper *The Bridge*, our website, our diocesan mailings, and our digital media presence

This is an excellent opportunity for someone who shares our values and has a passion for communications. The role is ideal for someone who is keen to use their skills to make a real difference to the work of the Diocese, in supporting our parishes and serving the people of South London and East Surrey.

### Main Responsibilities

- Supporting the production of the Diocesan newspaper and other print resources - including liaising with printers, proofreading and writing copy.
- Ensuring that the website is helpful and up to date - including commissioning and scheduling blogs and other content. Being the first point of contact for staff members who want to change or add content to the site.
- Helping to produce and edit content for regular diocesan mailings, including the monthly communications to clergy
- Liaising with photographers, uploading, organising and selecting photographs for use in diocesan communications.
- Supporting the Digital Communications Coordinator in ensuring that the diocese's social media presence is engaging and attractive.

Providing administrative support to the Communications team, including:

- Scheduling meetings and taking minutes
- Organising departmental resources, assets and files
- Working with colleagues to produce realistic timetables for projects and publications, helping to ensure that deadlines are met

### **The Ideal Candidate**

You should have experience of working in a communications related role with:

- good knowledge of Microsoft Office applications such as Word, Outlook, Excel and PowerPoint
- excellent oral and written communication skills
- attention to detail and an ability to produce high-quality material to agreed schedules
- an eye for good design, with the ability to layout and produce leaflets, reports and booklets
- an ability to work collaboratively, relate to others and offer a polite and caring service
- the ability to work under pressure and to tight deadlines
- the ability to work flexibly and attend meetings or events outside of normal office hours from time to time
- sympathy with the aims and objectives of this Christian organization
- a demonstrable commitment to learning and developing your skills in communication

For an informal conversation about the role, please feel free to contact Director of Communications Anna Drew via email ([anna.drew@southwark.anglican.org](mailto:anna.drew@southwark.anglican.org)) or on 07831694021.



**The Diocese of Southwark**

**Diocesan Staff Purpose**

**To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience / Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Recent experience in a role incorporating a variety of communications tools</li> <li>➤ layout and produce leaflets, reports and booklets</li> </ul>	<ul style="list-style-type: none"> <li>➤ experience of minuting meetings</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>➤ excellent oral and written communication skills</li> <li>➤ attention to detail and an ability to produce high-quality material to agreed schedules</li> <li>➤ an eye for good design</li> <li>➤ an ability to work collaboratively, relate to others and offer a polite and caring service</li> <li>➤ the ability to work under pressure and to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>➤ good numeracy skills</li> <li>➤ the ability to proof read</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>➤ good knowledge of Microsoft Office applications such as Word, Outlook, Excel and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>➤ an interest in and familiarity with social media</li> <li>➤ experience of producing and editing photos and video content</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ a demonstrable commitment to learning and developing your skills in communication the ability to work flexibly and attend meetings or events outside of normal office hours from time</li> <li>➤ sympathy with the aims and objectives of this Christian organization</li> <li>➤ punctuality</li> </ul>	

## **DIOCESE OF SOUTHWARK**

**Communications Assistant**  
(Full-time, 35 hours per week)

### **Outline terms and conditions**

#### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

#### **Normal Place of Work**

Your normal place of work will be Trinity House. Full time staff are usually offered the option of working one day per week from home, if requested..

#### **Salary**

The post has the salary range of **£35,797**, dependent on previous experience.

#### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

#### **Hours of work**

35 hours per week, Monday - Friday normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

#### **Holiday Entitlement**

You will receive 26 days annual leave per annum (pro rata), increasing to 31 days after 10 years' service. There is also an entitlement to 2 local and 8 national bank holidays (pro rata). The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

#### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

#### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

#### **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

#### **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

### **Termination of Employment**

During the six-month probationary period a week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of one month's notice.

### **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

### **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

### **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

### The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities  
of South London &  
East Surrey



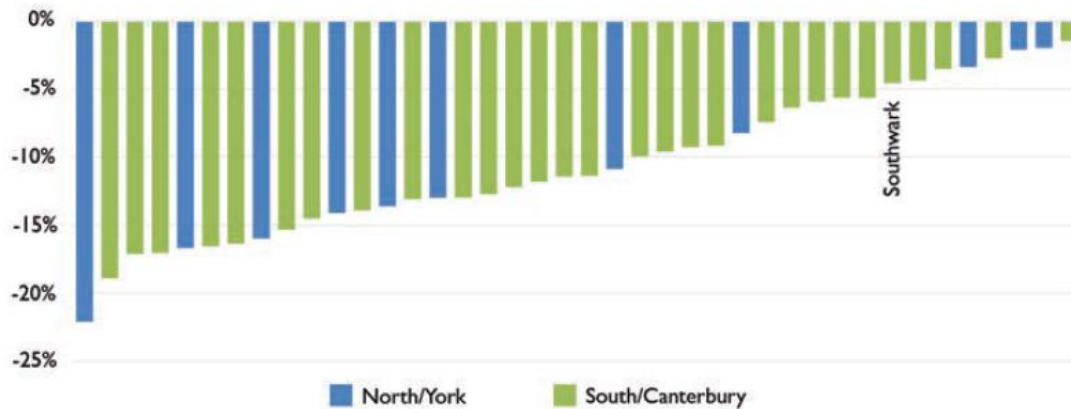
through 356 places of  
worship — a Church of  
England presence in  
every community



and 104 church schools  
educating more than  
37,000 young people



## 2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaconries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

### Trinity House

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission &

Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



**SOUTHWARK VISION 2017 -2025**  
**HEARTS ON FIRE with a Vision for Growth;**  
**Walking, Welcoming, Growing.**

**Diocesan Staff Values**

Effective Stewardship of resources  
Collaborative Team Working  
Respect for all  
Transparent Accountability

**DIOCESAN STAFF PURPOSE**

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

**DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.