



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR EVERYDAY FAITH EDITOR

### 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 is a new role in the Church of England's Publishing and Digital Teams and has been created to take forward ambitious plans to build on the current Everyday Faith discipleship resources, working closely with the Vision and Strategy (Churches and Networks) Team.

**Everyday Faith** (<https://www.churchofengland.org/resources/everyday-faith-portal>) is a digital portal enabling access to resources that help people find and follow God in their everyday life, engage in community and be equipped for effective witness. It connects individuals and groups to national church, diocesan and third-party discipleship content.

The new role of Everyday Faith Editor will be located within the Church House Publishing ([www.chpublishing.co.uk](http://www.chpublishing.co.uk)) team, working alongside Digital Communications colleagues responsible for the website and app platforms and working closely with the Vision and Strategy

(Churches and Networks) Team to ensure this work supports the Church of England's national priorities.

The role will be line managed by the Head of Church House Publishing, with a second reporting line to the Vision and Strategy (Churches and Networks Team).

## What you'll be doing

As Everyday Faith Editor you will be responsible for curating and promoting Everyday Faith (<https://www.churchofengland.org/resources/everyday-faith-portal>), developing and maintaining relationships with content providers, and working with colleagues to enhance engagement through the Church of England's digital channels and award-winning range of apps ([www.chpublishing.co.uk/apps](http://www.chpublishing.co.uk/apps)).

This is a unique opportunity to steer the development of the Church of England's Everyday Faith digital discipleship tools and resources and contribute to the Church of England's strategic objective for all Anglicans to be resourced to live out the five marks of mission in the whole of life, bringing transformation to the Church and world.

The working hours for this post will be 35 hours per week however we are happy to offer flexibility and hybrid working. Occasional out of hours working at weekends and evenings is a requirement.

Further details will be discussed at interview.

### MAIN DUTIES AND RESPONSIBILITIES

- Coordinating the production and publishing of digital reflections, prayers and discipleship resources through the Everyday Faith Portal and associated apps.
- Commissioning and editing resources to offer a range of reflections, prayers and tools that equip for Christian life and witness in everyday contexts.
- Working closely with the Digital Communications team and Head of Publishing, commissioning resources to support Church of England's high-profile seasonal campaigns around Advent, Christmas and Lent.
- Overseeing and monitoring the project budget.
- Nurturing and maintaining partnerships with in-house and third-party publishers, church-based organisations and individual writers to acquire or commission resources and reflections that promote an everyday faith.
- Leading on the planning, scripting and checking of audio content – working with authors and Digital Communications colleagues – as part of the Everyday Faith offering.
- Identifying through horizon-scanning opportunities to promote particular journeys at given times (current campaigns, social trends, awareness days).
- Working with colleagues in wider NCI teams to produce discipleship resources reflecting national priorities including generosity, the environment, and racial justice.
- Overseeing the marketing and discovery strategy for Everyday Faith in collaboration with Digital Communications Team to steadily grow engagement and subscriber numbers.
- Tracking and reporting discovery, engagement and impact data to Senior Managers and adjusting content and promotion strategies accordingly.

- Support colleagues in the Churches and Networks Team to promote use of Everyday Faith for delivery of national and diocesan discipleship resources.
- Working closely with the Church of England's Growing Faith team to ensure content can be adapted to support the ongoing development of faith at home.
- Identifying opportunities for further integration of Everyday Faith within the 'AChurchNearYou.com' site, to enable church communities to engage with Everyday Faith content.
- The post holder will also have the opportunity to participate in projects in the Church House Publishing, Vision & Strategy or Digital Communications Teams, depending on their skillset and professional development goals.

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*

- Track record of taking projects, ideas and initiatives from concept through to delivery.
- Experience of writing clear, accessible and compelling copy for online audiences.
- IT skills including Microsoft Office software and Content Management Systems.
- Budget management – a track record in working with creative projects within strict budgets, knowledge of budgetary limits and escalation and when appropriate.

#### *Skills & Abilities:*

- Highly organised, and able to maintain this in a fast-paced environment.
- Proven writing, copy-editing and proofreading skills
- Excellent interpersonal skills – builds consensus and positive relationships within and across teams.
- Awareness of challenges of, and approaches taken to support Christian discipleship.
- Capacity to prioritise and deliver high quality work under pressure.

- Comfortable and confident promoting the Church of England and faith in Jesus Christ in the digital public square.
- A team player with a can-do attitude, willing to pull together with colleagues at busy times.
- Ability to work on own initiative and see projects through from conception to delivery, as well as working within a team.

*Circumstances:*

- Occasional out of hours working at weekends and evenings (typically on a pre-scheduled, rota basis and occasionally in peak busy times) is a requirement.

**Desirable**

*Knowledge/Experience*

- Experience of writing or editing Christian discipleship resources
- Experience of managing formal and informal partnership relationships between organisations
- Experience of online collaboration and workflow tools (eg Slack, Airtable or similar)
- Experience of scripting and/or producing work for audio (podcast, radio, audiobook)
- Training/experience in the field of publishing/author rights, copyright licensing, broadcast- and/or publishing-related law (privacy, libel, etc.)

*Skills & Abilities:*

- Experience of working in a digital or media role for an organisation.
- Professional copy-writing experience
- Excellent digital skills, including industry standard tools, particularly digital channel management software such as content management systems (CMSs), social networks, evaluation and analytics tools

*Personal Attributes:*

- A desire to equip and deepen people's faith.

*Qualifications & Training:*

- Formal qualifications in theology, publishing or digital communications

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Everyday Faith Editor</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Communications (Church House Publishing)
<b>GRADE:</b>	Band 4     Standard Point
<b>SALARY:</b>	£46,577
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House, 27 Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	2-3 days per week in the office
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term – 24 moths contract
<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>	8102525
<b>COST CODE:</b>	22141
<b>PARENT POSITION:</b>	Head of Publishing