



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR SPEECHWRITER

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

Lambeth Palace is a unique building of significant historical and global provenance. It is, first and foremost, the home of the Archbishop of Canterbury and his family, as well as home to a wider, diverse and thriving, residential community. It is also an office and the epicentre of the Archbishop of Canterbury's ministry to the Church of England and the global Anglican Communion.

What you'll be doing

As Speechwriter, you will support the Archbishop of Canterbury in his ministry, particularly in regard to speechwriting and written communications. In this wide-ranging role, you will draft high quality speeches, articles, statements and other published content for the Archbishop, working as part of the Communications team at Lambeth Palace. You will be based at Lambeth
March 2024

Palace in unusual and pleasant surroundings, however we are taking a flexible approach to work, with many colleagues opting for a hybrid approach to their working week, with a mixture of home and office-based working. Further details will be discussed at interview.

MAIN DUTIES AND RESPONSIBILITIES

- Researching, drafting and editing the Archbishop's speeches, ensuring that the material translates his key ideas and messages in manner suitable for the intended audience.
- Working with the Archbishop along with relevant policy and communications leads to agree messaging, format, style and tone of speeches.
- Managing process of consulting other stakeholders, including chairing meetings where necessary. Circulate drafts and incorporate feedback, ensuring careful version control.
- Formatting speeches for delivery. Checking for house style, layout, flow and repetition.
- Ensuring correct filing and necessary follow up post-delivery – including CAD and publication on the Archbishop's website.
- Drafting other content from the Archbishop including op eds for national newspapers, statements, some social media posts, high-level correspondence and material to support the Archbishop's patronages.
- Ensuring this content is well-researched, approved by stakeholders and signed off in a timely manner.
- Participating fully in the day-to-day work of the Communications team, including assisting with advice to colleagues, media monitoring, preparing briefings and file notes, responding to correspondence, organising and attending meetings, conducting research and collating information as necessary.

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.

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.

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

- Strong theological literacy, either through study or equivalent experience.
- Experience of drafting spiritual content and reflections.

- Experience of drafting speeches, articles, statements and other spoken or published content.
- Knowledge of the work and ministry of the Archbishop of Canterbury, his role in national life and in a global context.
- Proven experience of presenting complex information in clear and compelling ways.
- Knowledge of, and interest in, UK national debates and foreign affairs.

Skills & Abilities:

- First-rate writing skills, with an ability to write and edit with clarity and impact for a wide range of audiences, underpinned by excellent attention to detail.
- Ability to work under pressure and deliver multiple projects to deadline.
- Ability to research and collate information from a range of sources, with speed and accuracy.
- Process-driven with the ability to identify and recommend new ways of working.

Qualifications & Training:

- Educated to degree level or equivalent, ideally in a relevant subject (e.g. politics, social policy, theology, religious studies), that includes a significant independent research project.

Personal attributes:

- Intellectual curiosity – and the capacity to creatively interpret and develop ideas, stories and narratives.
- Ability to work collaboratively and creatively with a wide range of colleagues with differing perspectives.
- Discretion and judgement in handling confidential or sensitive material.
- Ability to take direction from multiple stakeholders in the completion of a project.
- Whilst the NCIs are committed to wellbeing and work/life balance, a willingness and availability to work outside normal office hours including weekends is required, on occasion (for which time off in lieu will be given), as well as travel within England and overseas

Desirable

- Experience working in a public policy, public affairs or campaigning environment.

Vacancy Summary

JOB TITLE:	Speechwriter
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Communications
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35 hours per week, Monday-Friday
PRIMARY OFFICE LOCATION:	Lambeth Place
HYBRID WORK ARRANGEMENTS:	Hybrid – remote working and Lambeth Palace
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017595
COST CODE:	15060
PARENT POSITION:	8017611