



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR Communications Assistant

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

The Vision and Strategy team has been established to support the whole Church in its engagement with the national Vision and Strategy for the Church for the 2020s, and to support implementation of the Emerging Church programme. The team is also the lead owner of the strategy within the NCIs, and therefore responsible for ensuring that the work of other teams within the NCIs is aligned to the strategy and helps ensure its delivery across the Church. The team is responsible for ensuring implementation of the Emerging Church programme across the NCIs.

The team champions the three strategic priorities of the strategy to enable us to be a church for everyone: missionary disciples, younger and more diverse, and mixed ecology and the six bold outcomes that arise from the strategy. All of this is rooted in prayer. Thy Kingdom Come, is the

Archbishop of Canterbury and Archbishop of York's annual global prayer movement. Thy Kingdom Come sits within the Vision and Strategy department.

What you'll be doing

Thy Kingdom Come (TKC) is the global, annual, ecumenical prayer movement, initiated by the Archbishop of Canterbury and the Archbishop of York. From Ascension to Pentecost, Christians worldwide are encouraged to participate in 11 days of prayer. A number of resources are produced for churches, families and individuals to aid in this time of prayer.

This new role would be 1.5 days a week to provide comms support for Thy Kingdom Come until the campaign ends at the end of June 2025. Year 2025 marks 10 years since the campaign launch, making additional communication support essential.

MAIN DUTIES AND RESPONSIBILITIES

- Prepare and send regular communications to key internal and external stakeholders, including drafting emails for approval and sign off. This includes drafting and creating regular mailchimps for Thy Kingdom Come's 40,000-member database.
- Social media scheduling – working with the Thy Kingdom Come project lead to develop content calendar and upload content to social media platforms.
- Respond to social media enquiries in a timely way.
- Manage the Thy Kingdom Come stories / testimonies database including writing up stories, cataloguing them etc.
- Admin support for content creation such as organising logistics for video recordings, audio recordings etc.
- Provide communication support for the Thy Kingdom Come website - including regularly updating content / resources / draft mini web articles.
- Draft mini updates for internal communications platforms such as Church Support Hub Newsletter, and others.
- Managing the process of translating key resources into different languages – working with external translators to translate key resources – for print and film.
- Co-ordinate Thy Kingdom Come content calendar – keeping on top of this and regularly updating Archbishop of Canterbury, Archbishop of York and Church of England's comms teams and others.
- Conducting ad hoc research, providing event logistics etc.
- Support with the annual impact report – for years 2024 and 2025.
- Upload resources on the Thy Kingdom Come section of the Church Support Hub and respond to enquiries from members.
- Provide communication support for any events – including online workshops or in person events.

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.

October 2024

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 of working in a communication role - understanding of campaigns / strategic comms
- Understanding social media within an organisation/ storytelling and use of content management systems for / scheduling tools

Skills & Abilities:

- A team player
- Flexible
- Resourceful
- Energetic
- 'Can do' attitude
- Organised and systematic
- Problem solver
- Creative
- Good communication and interpersonal skills
- Works well under pressure
- Works in a timely manner

Desirable

- Experience in providing communication support in a busy, complex environment
- Knowledge of the Church – the Church of England but other denominations

Vacancy Summary

JOB TITLE:	Communications Assistant
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 6 Standard Point
SALARY:	£33,382
WORKING HOURS:	10.5 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster, London
HYBRID WORK ARRANGEMENTS:	Flexible – requirement to come into the office occasionally
SUITABLE FOR FULL HOMWORKING:	<input checked="" type="checkbox"/>
HOMWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term until 30.06.2025
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:	Click or tap here to enter text.
COST CODE:	22510
PARENT POSITION:	Churches and Networking Consultant