

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 brings together existing responsibilities previously held in the Renewal and Reform team, the Evangelism and Discipleship team, and the Strategy and Development Unit integrating them into a coherent offer of support for all the key elements of the vision and strategy for the 2020s. The team will be responsible for ensuring implementation of the Emerging Church programme across the NCIs.

The team consults on and manages the distribution of significant national funding. The team champions the three strategic priorities of the strategy to enable us to be a church for March 2024

everyone : missionary disciples, younger and more diverse, and mixed ecology and the six bold outcomes which arise from the strategy.

What you'll be doing

MAIN DUTIES AND RESPONSIBILITIES

Communications Officer for the CYF Network and Teams responsible for national departments.

Ensure effective two-way communication between the Diocesan CYF Network and the Vision and Strategy, Education and Ministry Division departments.

- Communicate once a month with Team leads for Vision and Strategy, Education and Ministry Division, sharing relevant information and updates. This will include the 30k Project Communications and Engagement Officer
- Act as the key contact for receiving and sharing information relevant to both parties.

Facilitate productive dialogue with shared agreed outcomes.

- Liaise with the Exec, Head of Churches and Networks, and Team Leads in preparation and follow up for the monthly Exec meetings.
- Help to facilitate conversations between CYF Network advisers and members of the national teams that might not otherwise take place.

Cascade all relevant information and opportunities regularly and as required.

- Cascade all relevant information, opportunities, dates, and deadlines across the CYF network so advisers are better informed.
- Ensure newsletters, website updates and social media from across all areas that enable and underpin the Bold Outcome are being received across the CYF Network,

Help the CYF network to engage more fully with doubling the number of children and young by 2030.

- Ensure the CYF Network is aware of opportunities, updates, changes and new initiatives linked to the national vision of doubling the number of children and young active disciples in the Church of England by 2030.
- Ensure new advisers to the CYF network can see how their work is essential to the deliver of the National vision and have an active part in this.

Offering regular two-way constructive feedback.

- Encourage CYF Advisers to share good news stories of positive impact with the national Team Leads.
- Field and cascade concerns as and where appropriate.

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

- A good knowledge and understanding of how the CYF Network functions and connects with the national teams.
- Experience of communicating across networks in a clear and efficient manner.
- Ability to adjust communication style to various audiences.

Skills & Abilities:

- Good interpersonal and listening skills.
- Effective at sharing information across a variety of platforms (digital and traditional) and diocesan contexts.

Work Related Personal Qualities

- Have energy, enthusiasm and passion to motivate others to engage with the national vision.
- A person with integrity, honesty and others best interest in mind.
- Willing to work flexible with the backing of their diocese to do this role.

Desirable

- Knowledge of how the Anglican church works and its structures.
- Experience of working alongside different levels of strategic leadership at diocesan level and national church levels.
- Able to facilitate meetings or individual conversations across a variety of different settings.
- Able to hold difficult conversations.

Vacancy Summary

JOB TITLE:	Communications Officer
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 5 Standard Point
SALARY:	£38,918 p/a pro rata
WORKING HOURS:	5 hours per week
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London
HYBRID WORK ARRANGEMENTS:	To be discussed
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 12 months
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8102750
COST CODE:	22518
PARENT POSITION:	Head of Churches and Networks Team, Vision and Strategy