

## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Communications and Events Officer</b>
<b>TEAM:</b>	Communications
<b>DURATION</b>	9 months, full-time (with possibility of extension)
<b>LINE MANAGER:</b>	Director of Communications and Engagement

<b>JOB PURPOSE</b>
<p>To support and execute the Diocese of Salisbury’s communication strategy, with a specific focus on developing and delivering internal communications, ensuring that internal channels are effective, whilst supporting with external messaging. In addition, you will coordinate and support the successful delivery of the Archbishop’s visit to the diocese 9-11 June 2023, by leading and managing events support across the organisation for this event.</p> <p>(Time will be split 50:50 across communications and event management responsibilities)</p>

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>KEY DUTY A:</b>	<b>Write content for regular e-bulletins for subscribers</b> , and ensure content is posted on website. Content generation will require building good working relationships with staff and with parishes and organisations across the Diocese. Regularly evaluate and measure the impact of these publications.
<b>KEY DUTY B:</b>	<b>Coordinate and support the successful delivery of the archbishop’s visit to the diocese 9-11 June 2023</b> , including working with the archbishop’s and bishop’s offices, Salisbury Cathedral and other key stakeholder groups to develop, design and administer events as part of the visitation which are engaging, relevant, inclusive and accessible. Other activities may be to provide guidance and support to establish the needs for the visit, identifying the most appropriate event solutions to achieve the outcomes and meet audience needs, end-to-end administration, communication and marketing of the visitation and events.
<b>KEY DUTY C:</b>	<b>Lead on the development of the staff intranet site</b> , creating regular content to ensure it is the ‘one-stop shop’ for all staff communications, including the Diocesan Board of Education.
<b>KEY DUTY D:</b>	<b>Support functions of busy communications and learning and development offices</b> , which may include providing event support for the Continual Ministerial

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

	Development (CMD) programme, planning and coordinating the Annual Report from across the Diocesan Board of Finance (DBF) and Diocesan Board of Education (DBE), writing press releases, updating the diocesan website and responding to enquiries from media and parishes.
--	--

This document indicates the general level of responsibility and overall aims of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

ADDITIONAL INFORMATION
The post holder must undertake duties at all times in accordance with legislative and regulatory requirements.
The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.
In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis.

PERSON SPECIFICATION	ESSENTIAL (E) / DESIRABLE (D)
Good standard of literacy and education (at least A level or equivalent)	E
Demonstrable experience working in communications, marketing and or events management, learning and development contexts	E
Experienced in working in SharePoint and ability to carry-out admin and superuser duties	E
Excellent and demonstrable experience working with Microsoft Office and cloud-based virtual environment, therefore confident using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary	E
Excellent communication skills capable of relating well to a wide range of people with varying expectations	E
Professional demeanour, demonstrating a calm, compassionate, and helpful disposition toward those we serve, handling sensitive information appropriately	E
Self-motivated, flexible and capable of organising and prioritising, working independently whilst also being part of the wider team, and working to deadlines	E
Inquiring mind, proactively considering ways of working that improve service provision	E

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB

A high level of accuracy and attention to detail including when working on systems and databases	E
Sympathetic to the aims and ethos of the Church of England	E
Basic knowledge and understanding of the structures of the Church of England	D

## Benefits Package

Location	Salisbury / frequent homeworking
Hours of work	The working week is <b>35 hours</b> Normal office hours are 0900 – 1700 Monday to Friday with an hour for lunch. We are flexible with home-working options after completion of the probation period. There is no payment for overtime although time off in lieu may be taken for attending meetings and events beyond these core hours.
Salary	<b>Up to £28,109 p.a. (5C)</b>
Pension	The Board offers a <b>non-contributory pension scheme making a 15% pension contribution</b> (14.5% pensionable salary, plus 0.5% cost of death in service cover) <b>which may rise by a further 3%</b> if matched by a 3% contribution from the employee.
Holiday	The annual leave entitlement is <b>28 working days</b> during a complete holiday year (1 January – 31 December) of which 4 days are to be allocated to office closure at Easter and Christmas. You are also entitled to public/bank holidays.
Travel and Expenses	You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale.
Car Loan Union Ltd	Car loan facilities are available through the Churches' Mutual Credit Union.
Probation	There is a 3-month probationary period during which the progress and development of the post-holder will be reviewed prior to confirmation of employment.
DBS Check	N/A

Tel: 01722 411922 [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

The Salisbury Diocesan Board of Finance is a company limited by guarantee registered in England and Wales, no. 17442  
Registered charity no. 240833. Registered Office: Diocesan Office, Church House, Crane Street, Salisbury SP1 2QB