

JOB APPLICATION PACK

Media and Partnerships Officer

APPLICATION DEADLINE

19 May 2025



Hello and welcome!

What are we looking for?

We have an exciting vacancy for a Media and Partnership Officer to join our communications and engagement team. Though a small team, we seek to have a big impact, reaching out to the one million people who live in the Diocese to share our vision.

This role is new to the Diocese and one which will seek to grow our reach through building productive relationships with senior communications contacts in the media, ensuring our voice and message is heard, and with others in the faith, charity and corporate sectors who want to work with us. It's an opportunity to forge new and exciting relationships that extend our reach in innovative ways. To do this you'll need to be motivated by people and by making a difference, be a strong team player and be able to work closely with members

of our fundraising team and the clergy and volunteers who work on the ground in our communities. You are likely to have several years of experience in a media, charity or public sector role where you've learnt to develop and manage relationships with a wide cross section of stakeholders.

If this is you, we would really like to meet you.



Our vision and priorities

The Diocese of Salisbury (a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Background Information

The role

The role is offered as a **full-time, fixed term contract for a period of two years by grant funding**. We provide a supportive workplace culture, are committed sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer a competitive and attractive compensation and benefit package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Time Commitment

Job role: Media & Partnerships Officer

Hours: 35 hours p/w

Duration: 2-year Fixed Term Contract

Salary: £37,853 per annum (Grade 4E)

Team: Communications Team

Candidates will need to have a full driving licence and have access to a vehicle to carry out their role, an expense process is available.

Job Description

Job Purpose

The Media and Partnerships Officer will work with the Director of Communications and the wider communications and engagement team to increase external communications output, raising the profile and deepening understanding of the work of parishes and the vision of the Diocese to Make Jesus Known. They will support the Communications Director in providing a press office function for parishes and external media. The post holder will forge new partnerships and run campaigns with external organisations willing to work with parishes and the DBF on common goals where vision aligns, particularly in the areas of working for justice, climate action and financial sustainability.

Roles & Responsibilities

- Build good relationships with external media organisations in order to raise the profile of the work of parishes and place articles and stories in regional and national media which support the vision of the Diocese
- Oversee the output of stories, news releases and statements to the media from the DBF and

parishes, collaborating with others in wider staff team as required, adhering to a digital first approach

- Support parishes in external media relations, including offering training and support to individual parishes/deaneries in developing external relations
- Support communications around safeguarding, including working closely with the Safeguarding Advisory Team to attend core groups to offer communications support and advice
- Explore and forge new relationships with potential partners, including third sector organisations, politicians and public bodies and private sector organisations to keep them informed about the work and policy concerns of the Diocese and connect them with parishes and deaneries, with particular emphasis on delivery of partnerships supporting the working for justice, climate action and financial sustainability themes of the Making Jesus Known vision
- Engage with parishes to identify opportunities for collaboration and community engagement
- Lead on the delivery of issue-specific campaigns designed to

raise awareness and bring about meaningful social change on behalf of affected communities within the Diocese, including through campaign events where necessary.

- Support the press office function of the communications team, providing cover for responding to media queries and requests for support from parishes
- Work with the wider communications team to plan external communications and campaigns
- Work with the Giving Advisor and team in strengthening relationships with funding organisations and promoting opportunities for parishes to access funding and support

Personal specification

Qualifications & training required:

- Essential: A-levels or equivalent experience
- Desirable: Journalistic qualification at degree or post-degree level, i.e. NCTJ

Experience

Essential:

- 3–5 years' experience in a newsroom environment or press office role
- Experience of forging and sustaining mutually successful relationships across different sectors
- Excellent written and oral communication skills, including presentation and training skills
- Strong attention to detail
- Experience of dealing with sensitive and confidential information appropriately

Desirable:

- Campaign management experience
- Understanding of the charity sector and/or faith-based organisations
- Knowledge of the structure and working of the Church of England
- Knowledge of media law

Competencies & Behavioural requirements

Essential:

- Curious, questioner approach
- Strong interpersonal skills. Able to relate to people of all backgrounds
- Self-motivated, flexible and capable of organising and prioritising, working independently whilst also being part of the wider team
- Professional demeanour, demonstrating a calm, compassionate, and helpful disposition toward those we serve, handling sensitive information appropriately
- Able and willing to travel throughout the Diocese, sometimes out of hours
- Respectful of the Christian ethos and objectives which underpin the work of the DBF
- Passionate about making a difference and fulfilling the diocesan vision

Desirable:

- Able to work using cloud-based software, such as SharePoint and Zoom

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the role description and person specification as your reference.

Part 3 – A current CV

Closing date Monday 19 May 2025, 9am

Shortlisting Thursday 22 May 2025

Interviews: Wednesday 4 June at Emmaus House, Wilton, Salisbury, SP2 0FG.

The interview process will be in two parts:

1. Task Assessment or Presentation (TBC)
2. A panel interview

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on hadmin@salisbury.anglican.org.

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

We are committed to the safeguarding and protection of everyone within our community.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

Please return applications with supporting documentation by email to:
hadmin@salisbury.anglican.org



"The Spirit of the Lord is on me, because
he has anointed me to proclaim good news
to the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed free,
to proclaim the year
of the Lord's favour."

LUKE 4: 18 — 19

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