



Application pack for the post of

WEBSITE AND COMMUNICATIONS SUPPORT

INTERN

Welcome

Thank you for your interest in the Website and Communications Support Internship.

Here at the Diocese of Salisbury, we are at an exciting phase of our digital communications development. We now have an exciting 6 month opportunity for a graduate seeking an internship in the areas of website content development and other digital platforms to improve user experience.

You are likely to have recently graduated in communications and media studies, IT or similar, with a desire to share and develop your experiences in administering digital platforms.

You will be supported and working as part of a small team with the Diocesan Board of Finance with a blend of both office and home working.

This is a paid internship of £9.50 per hour.

- You can find out more about the diocese of Salisbury generally from our website: <https://www.salisbury.anglican.org/>

Please find below:

- The job description and person specification
- General terms and conditions of appointment and the application process

If you would like an informal chat about the role, please email Lucy Norbury (IT Programme Coordinator & IT Support) to arrange a mutually convenient time:

lucy.norbury@salisbury.anglican.org

Closing date: Monday 10th May 2021, 5pm

Thank you for your interest and we look forward to hearing from you.

If you have any queries please email: hadmin@salisbury.anglican.org

**BOARD OF FINANCE
JOB DESCRIPTION**

JOB TITLE	Internship - Website and Communications Support
LOCATION	Home and Office, Church House, Salisbury based
DEPARTMENT	Parish Support, Governance and Administration
NORMAL HOURS	Full Time, 35 hours per week
DURATION	Fixed Term, 6 months
RESPONSIBLE TO	IT Programme Co-ordinator and IT Support
RESPONSIBLE FOR	n/a

JOB PURPOSE

To provide administrative support to the Diocesan Board of Finance (DBF) Communications (Comms) and Information Technology (IT) teams and assist with rationalising, updating and improving the Diocesan website content and other Diocesan digital platforms to improve user experience. Assist with the creation of a photo and video library and tag content for search-and findability.

DUTIES AND RESPONSIBILITIES

KEY ROLE A: Rationalise and update diocesan website content and other diocesan digital platforms to improve user experience

- With support and direction from the Comms team and relevant stakeholders, to identify web- based content to be rationalised, deleted or archived.
- Following on from initial rationalisation, perform ongoing review and rationalisation of website content – archive or remove content as appropriate.
- Work with the different DBF teams to review and refresh website pages as appropriate and ensure that all documents available on the website is appropriately branded.
- Migrate and or update documents on the Diocesan website to conform to the Diocesan style guide and templates.
- Ongoing review and update of contact details on the website and other digital platforms.
- Assist with the creation of a photo and video library and tag content for search- and findability.
- Assist with proof reading and copyedit content for digital platforms.
- Assist the production of editorial and media content for digital platforms.
- Assist the DBF Leadership team in creating effective PowerPoint presentations and other documents to help communicate key messages to our churches, e.g. Bishop’s Council, Finance Committee, Diocesan Synod presentations and other key documents such as the Pastoral Plan, Budget Guide, etc.

- Research other diocesan websites, analyse and report on trends in effective digital communications and make recommendations, helping the Diocese to stay on top of best practice and effective methods of engaging with its audience.
- Assist in the design, creation, and delivery of communication activities for the Diocese as an active member of the Comms and IT teams, e.g. creating PowerPoint and other outward facing documents to help communicate key messages to our churches.
- Participate in activities as a result of the recommendations of the Diocesan Communications Review.
- Actively contribute and participate in the Website workstream to refresh and improve the diocesan website and other digital platforms for the Diocese.
- To undertake other duties as directed by the IT Programme Coordinator and Director of Communications.

PRINCIPAL CONTACTS

Internal: IT Programme Coordinator and IT Support, SharePoint Project Manager, Communications Team, Website Workstream lead/Director of Mission, Ministry and Communication, IT Programme Manager/Director of Parish Support, Governance and Administration

External: Adapta Consulting Ltd (consultants in processes, people and technology), Metataxis Ltd (information management consultancy); website developers; other diocese Comms teams

ADDITIONAL INFORMATION

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.

The purpose of the job description is to indicate the general level of responsibility and location 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.

Signature: Date:
(Employee)

Signature: Date:
(Manager)

PERSON SPECIFICATION

POST TITLE: Internship - Website and Communications Support	
<u>KNOWLEDGE</u> (including experience and qualifications)	ESSENTIAL/ DESIRABLE
Educated to degree level relevant to the role, i.e. Communications and Media Studies, IT or ability to evidence similar within a degree course	E
Knowledge and/or experience of administering digital platforms such as websites, social media platforms – Twitter, Facebook, YouTube, Flickr, Instagram, LinkedIn	E
Knowledge and/or experience of design software packages – Adobe, InDesign	E
Knowledge and/or experience of Photoshop/ Paint and video editing resolve/ Movie Maker/VLC	D
<u>SKILLS</u>	
Highly proficient in Microsoft 365 Office Suite – Outlook, Word, PowerPoint, Excel, etc	E
Competent using virtual meeting technology such as MS TEAMS, ZOOM, Webex	D
<u>ATTRIBUTES</u> (personal skills required for role)	
Good communication skills (written and verbal) capable of relating well to a wide range of people with varying expectations	E
A good team player also capable of working independently	E
Ability to learn, undertake training if required and work with new technologies and programmes as necessary	E
Creative, and enthusiastic attitude – keen to try/bring new ideas and ways of working	E
A high level of accuracy and attention to detail	E
Ability to organise self, prioritise, manage tasks and remain calm under pressure	E
Empathy with the aims and ethos of the Church of England	E

APPLICATION PROCESS

If you wish to apply for this internship, please complete the application form on our website and return by the closing date below.

Closing date: 5pm on Monday 10th May, 2021