

# Parish Communications Enabler

Job Profile	
Title	<b>Parish Communications Enabler</b>
Reports to	Director of Communications
Location	Jubilee House
Basis of employment:	Full Time 35 Hours
DBS check required? (Yes/No)	Yes
Special conditions of employment	
Date written/updated	December 2024

Purpose of Role
<p>The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage.</p> <p>As part of a new and dynamic communications team, the Parish Communications Enabler will contribute towards this vision by training, equipping and supporting churches and leaders across our diocese in communication. They will combine a flair for creativity and training with a clear missional mindset, to lead on a number of exciting new initiatives.</p> <p>As an experience communications lead, familiar with a wide range of communication tools such as social media, video, print, design, websites and more, the Parish Communications Enabler will pioneer new training networks, events and resources for best supporting parishes in their communication. They will also be able to draw from a wealth of expertise both internal and external to drive compelling new training resources, as well as provide direct support in church projects or initiatives when required.</p> <p>The level of communication varies significantly across our 270 churches, and so the Parish Communications Enabler will be comfortable talking through the basics of online/digital communication on a 1-1 basis, all the way to more collaborative and open-table discussions with experienced practitioners regionally and nationally.</p> <p>Although the primary focus will be on training and equipping leaders in parishes, there will also be scope to provide platforms and opportunities for young people passionate about digital and social media to grow and explore their skills further. We believe this will be an important investment for the church over many years.</p>

## Principal Tasks

- Working across parishes to support and strengthen (and in some cases start) their communication channels and strategies.
- Providing one-to-one training where appropriate to help parishes feel supported and heard on their journey of communication
- Lead on the development of training and teaching content that can be delivered digitally through our online learning platform or in person to best meet the needs of parishes
- Create networks of communication support across the diocese
- Manage budget for the development of any specific training resource or teaching, through a close working relationship with the Director of Communications
- Work with the national Church of England's team and any external suppliers on medium to small scale projects, developing briefs for training and delivery, managing working relationships and overseeing the suppliers' work
- Establish an annual pattern of training, resources and courses for parishes to engage with
- Work collaboratively on Parish Profiles (advertises for parishes) to help parishes recruit for the right leaders
- Create content in line with the brand guidelines to drive a clear consistency and style for all diocese communications
- Provide direct support in church projects or initiatives when required
- Share management responsibility for our digital Learning Hub alongside the Communications & Resources Manager
- Monitor and regularly report on engagement with training, turning successful projects into good news stories to share across the diocese
- Embed the vision and mission of the diocese into all plans and actions for the role (where possible)
- Ensure that the diocese can follow the latest trends, content ideas and strategies to help provide the best advice and support and be at the forefront of digital innovation.

**Other duties:**

- At times oversee the use of diocese communication channels such as social media and email marketing
- Assist with developing structures and strategies that help to provide ongoing support for different teams
- Assist in the development and implementation of the wider diocesan communication strategy, ensuring that training and resources align with the refreshed diocese vision
- Champion the diocese vision and strategy in all contexts

## Person Specification

### Experience and Qualifications

- At least 3+ years' experience marketing and/or promoting a church, charity or business across different communication channels
- Educated to a minimum of A level (or equivalent) and/or demonstrable examples of experience in communication or teaching/training
- Excellent knowledge of social media, email marketing and other communication channels
- Experience running and managing websites (on any platform, such as WordPress, Squarespace, Shopify, etc)
- Experience of developing resources and/or leaning resources for an organisation

## Desirable

- Experience working for a church in either in a paid or voluntary position
- Experience managing online learning platforms (such as Moodle, Teachable, etc)
- Experience of Canva, or other design software such as InDesign, illustrator
- Experience of task management software, such as Asana, Monday, Notion
- A particular passion in church growth and development

## Core Skills`

- Facilitating training and equipping for individuals, small groups and larger gatherings
- Inspiring and encourage audiences through creative communication and teaching
- Effective project management skills
- Ability to create and develop resources using a combination of internal, external and digital stakeholders
- Excellent written communication skills and confident use of social media and digital channels with excellent language, grammar and writing skills
- Proven editorial skills of proofreading, attention to detail, accuracy and consistency
- Overseeing digital platforms, reviewing content, and monitoring site performance
- Full driving licence and access to own vehicle

## Competencies

- Highly approachable with good interpersonal skills
- Engaging communicator
- Full driving licence and access to own vehicle

## Other

The Christian vision, ethos and principles of the Diocese underpin all aspects of the way the Southwell and Nottingham Diocesan Board of Finance operates. The post-holder must be committed to these Christian principles and values and support the diocesan vision and strategy of Growing Disciples of Christ with Compassion, Confidence and Courage. Therefore, there is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland or Evangelical Alliance.

Terms of Employment	
Work pattern	Standard working hours are 35 hours per week. Flexible working essential according to the needs of the role and responsibilities
Salary	£32,636 - £35,610 (Band 5)
Holiday	25 days per annum plus 8 bank holidays and 5 discretionary days
Probation	6 months
Special Conditions	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.