

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Programme Engagement & Communications Officer
Department:	Strategic Programmes
Reports to:	Head of Strategic Programmes
Key working relationships	Parish Support Team Communications Team Parish Clergy and Officers Programme Delivery Board
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

1.0 Main purpose of job

- 1.1. The Programme Engagement and Communications Officer will communicate the key messages of the Growth Strategy, ensuring they are understood by parishes and key audiences and enable parishes to engage with the growth programme.
- 1.2. The post-holder will Support parishes in accessing funding and developing mission plans.
- 1.3. The post -holder will maintain strong, two-way communication with all stakeholders through consistent, engaging and strategic communications.

2.0 Principal duties

Strategic Communications

- 2.1. Communicate the key messages of the Growth Strategy to parishes and key audiences.
- 2.2. Produce compelling written, visual and digital content that clearly explains strategic priorities.
- 2.3. Ensure diocesan channels (including the website, newsletters and social media) consistently present strategy-aligned messaging.
- 2.4. Use social media to promote missional ambition including sharing stories, testimonies and parish innovations.

Parish Engagement & Support

- 2.5. Build and maintain strong relationships with parishes to understand their needs and enable them to engage effectively with the Growth Strategy.
- 2.6. Work with the Parish Support Team to make available resources that will help parishes develop their outreach and engagement.
- 2.7. Support parishes in telling their stories by offering tools, templates, content advice and practical communications guidance.

Mission Plan Development

- 2.8. Provide guidance to parishes considering or applying for funding or grants for mission-related initiatives.
- 2.9. Deliver expert input into completion of parish plans, including mission design, outcomes, financial planning, risk assessment and sustainability analysis.

Stakeholder Communication & Feedback

- 2.10. Maintain regular two-way communication with all stakeholders, ensuring updates are timely
- 2.11. Establish mechanisms for gathering feedback and use insights to improve how strategic messages are received.
- 2.12. Gather learning and prepare reports or insights for the Strategic Programme Board and other leadership groups.

Collaboration & Cross-Team Working

- 2.13. Work closely with the wider Communications team, ensuring alignment of messaging
- 2.14. Ensure communications support programme goals.
- 2.15. Support participation in diocesan events by contributing to communications planning and outreach where needed.

3. General responsibilities

- 3.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2. The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in the performance management process;
 - engage in training and continuous professional development activities.
- 3.3. The post holder may be required to travel across the diocese and (occasionally) to meetings outside the Diocese.

- 3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: February 2026

Signature of Line Manager:

Signature of Employee:

Next Review Date: January 2027

Terms and Conditions

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by two months' notice on either side.

Contract: 4 years fixed term contract

Salary: The post is offered at £43,000 per annum.

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Travel and evening work: The post will involve some travel around the Diocese and evening work and occasional work at weekends.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Educated to degree level or equivalent	√	
	Experience communicating strategic messages to diverse audiences	√	
	Experience producing high-quality written, visual and digital content	√	
	Experience building relationships with stakeholders to increase engagement	√	
	Experience supporting organisations with plans, funding or grant applications	√	
	Experience preparing reports or insights for leadership groups	√	
		Essential	Desirable
Skills and Abilities	Excellent written communication, editing and storytelling skills	√	
	Strong digital skills across web, newsletters and social media	√	
	Ability to build trust and work collaboratively across teams	√	
	Ability to gather, interpret and use stakeholder feedback	√	
	Ability to prepare clear, concise reports	√	
	Ability to work collaboratively within a team and build and maintain relationships with key stakeholders	√	
	High level of organisation and ability to manage own workload	√	

	Understanding of safeguarding, data protection and confidentiality	√	
Personal qualities	Proactive, creative and enthusiastic	√	
	In sympathy with the aims and mission of the Church of England	√	
	Collaborative team-player with strong relationship-building skills.	√	
	Flexible and adaptable	√	
	Full UK driving license and access to car		√