

Bishop of Norwich Communications and Events Officer

Information Pack / August 2023



The Bishop of Norwich is looking to appoint a Communications and Events Officer to support him with a range of communication areas and with organising events that he hosts.

This role is 28 hours per week, primarily Monday to Thursday (though being spread over 5 shorter days will be considered), with some evening and weekend work (which is known well in advance). The salary is pro rata £30,655 FTE based on a 35 hour week.

Main duties and responsibilities

Communications

- To be the main source of contact between print and broadcast media and the bishop in both reactive and proactive ways to convey the bishop's priorities and aspects of his ministry.
- To work collaboratively with the Diocese's communication professionals who are part of the Parish Support Team to develop a shared high-level Diocesan annual communications plan, coordinating on behalf of the bishop and the two suffragan bishops.
- To prepare, oversee and deliver an annual communications plan for the bishop.
- To work closely with the Diocesan Communications Manager and team so that nothing is a surprise to them, and be the point of contact for things that they require input from the bishop, especially for internal comms content.
- Contribute to a quarterly comms meeting looking at comms across the whole Parish Support Team.
- To liaise with national Church of England comms about the bishop's national work, especially environmental issues and Lords Spiritual work, preparing material for them, or checking their content.
- To produce a bi-monthly round up of the bishop's activities for eNews.
- To draft press releases, articles, statements and quotes where appropriate.
- To follow the bishop's social media presence, sharing on diocesan platforms as part of a wider digital strategy, and advising about the development of other platforms.
- To develop and produce a regular diocesan prayer resource, working with local clergy and lay leaders, the chaplain, a designer and the Parish Support Team's communications team.
- To support the branding and marketing of events at Bishop's House, including offering support to charities with the open garden days, and support the design and content of any publications from the bishop's office.
- To be contactable out of hours in the event of an emergency (experience has shown that this has been rarely used).

Main duties and responsibilities

Events

- To work with other Bishop's House staff to support the bishop with the priorities in his ministry, including organising round table conversations, meetings and conferences, prizegivings, 'thank you' events, and visits within the diocese or to external organisations (the chaplain co-ordinates liturgical visits and the PA manages the diary).
- To lead the planning and running of Marquee Week (every two years in June) and coordinating the input of other members of the Bishop's House staff.
- To liaise and network with a wide range of clergy/experts to enable the above, both within and outside the diocesan organisation, including drawing up guest lists, drafting programmes and preparing briefings.
- To liaise with suppliers and caterers for events at Bishop's House, ensuring that hospitality is offered well, and, working with other Bishop's House colleagues, to be present, support and serve events (this will include a quarter share in supporting the 10-12 Sunday garden open day events each year)
- To lead, facilitate or enable a variety of projects that the bishop wants to progress, often working with other diocesan colleagues, deaneries, parishes and various partners, creating an action plan and set of goals, and regular update reports.
- To 'muck in' with the daily life of the Bishop's House staff, including occasions when cover is needed to answer the door/phone.
- To organise and maintain clear records of information gathered which is compliant with GDPR requirements.

This job description may be changed from time to time in response to the changing needs of the bishop.

The Person Profile

Essential

Skills/Aptitudes

- Excellent communication skills, verbally and in writing.
- Skilled to create short videos and sound recording using an iPhone or similar, and editing software such as Adobe.
- Skilled to take reasonable quality photographs.
- Excellent organisational skills, including time management.
- Research skills, with the ability to gather information quickly and accurately, and to produce content in forms suitable for questions, short speeches and articles.
- The ability to work well as part of a team and individually.
- Ability to deliver outcomes to deadlines and occasionally to work under pressure.
- Demonstrable diplomatic skills.
- Competent in the use of Microsoft Office Suite and social media.

Knowledge / Experience

- A willingness to learn the structures of the Church of England.
- Proven ability in drafting and editing briefing papers, press releases, bulletins or other accessible modes of communication.
- Proven ability in presenting complex information in manageable and informative ways.



The Person Profile

Education

- Degree level or equivalent experience, preferably with journalistic background.

Circumstances

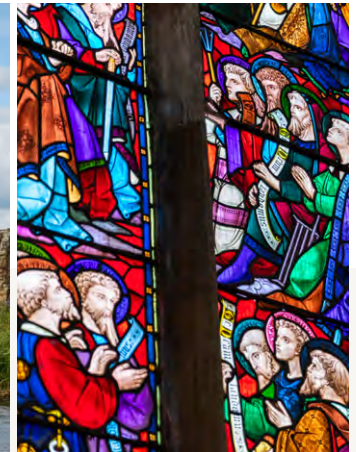
- Willingness and ability to work some evening and weekend hours when required.
- Has a full valid driving licence and access to own vehicle, for travel throughout the diocese (for which expenses will be offered).

Personal attributes

- Enthusiasm and imagination.
- A servant-heartedness, willing to help and be practical.
- An open and collaborative working style.
- Discretion and judgement in handling confidential or sensitive material.
- Occupational requirement: A committed member of a Church recognised by the National Council of Churches Together in Britain and Ireland and fully supportive of the aims and approach of the Church of England in promoting the Christian faith through the local church.

Desirable

- Experience of organising events (receptions, seminars, small and large meetings etc.).



Appointment Process

Deadline for applications is:

12 noon on Wednesday 13 September 2023

Interviews will be held in Norwich on:

Friday 22 September 2023

The application process is online at:

www.DofN.org/comms-events-officer

If an informal conversation about the role would be helpful, then please email:

bishop@dioceseofnorwich.org

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