

## Job Description

### Communications Assistant

#### Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

#### Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

#### Purpose of the role

To assist in maintaining of our digital platforms and supporting churches in sharing their stories, in line with our Communications Strategy and overall Diocesan vision for the Church of England in Norfolk and Waveney.

#### Key working relationships

<b>Line manager</b>	Communications Manager
<b>Positions managed</b>	None
<b>Internal</b>	Senior Communications Officer Parish Support Team Colleagues

## **Main duties and responsibilities**

### **Publishing and production**

- Upload and publish website content (news, vacancies, events); ensure imagery, alt text, tags, and SEO basics are correct
- Prepare and schedule social media and YouTube posts; cut clips, resize images, and create simple graphics/templates (e.g., Canva/Adobe Express) in line with Diocesan brand
- Upload daily Prayer Diary prayers to Facebook

### **Digital support**

- Maintain image and asset libraries with correct naming, tagging, and rights/consents
- List and follow church/benefice social media sites
- Check A Church Near You pages to ensure compliance
- Ability to offer guidance and support
- Provide analytics reporting for website and social media

### **Monitoring and administration**

- Monitor social comments/DMs

### **Data, reporting and quality assurance**

- Run routine quality checks on the website (broken links, accessibility flags) and social channels (pinned posts, bios link-in-bio updates)

### **Other**

- Diversity and Inclusion: Ensuring all communication, from words to images, reflects our welcome to all, taking care to ensure our messages are accessible and clear.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
Knowledge and experience of using WordPress, Microsoft, Instagram, Facebook, E-mail marketing systems	X	
Experience using Canva	X	
<b>Knowledge and Skills</b>		
Excellent interpersonal skills and the ability to deal with people at all levels	X	
Excellent writing, editing and proof reading skills	X	
Good research skills	X	
Strong IT skills	X	
Good data collection skills	X	
Attention to detail, accuracy and thoroughness in all aspects of the work	X	
Knowledge of the Church of England, its structures and processes		X
<b>Personable Attributes</b>		
Ability to provide a positive and collaborative contribution to a team	X	
Flexible and adaptable	X	
Self-motivated and enthusiastic	X	
Able to work effectively without supervision	X	

## Summary of Terms and Conditions

<b>Role</b>	Communications Assistant
<b>Hours</b>	Part time – 10 hours per week
<b>Pension</b>	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
<b>Annual Leave</b>	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service.
<b>Term</b>	Permanent. Probationary period will be 6 months.
<b>Notice Period for both employee and employer</b>	1 month notice during probation period, 2 months afterwards
<b>Expenses</b>	Working expenses are paid at the Diocesan rates
<b>Base</b>	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role.  Hybrid Working may be considered.

<b>Contract</b>	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
<b>Status</b>	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.