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| **Director of Communications** | diocese of east anglia logo 2015 |

**Job Description**

**Job Purpose**

The Director of Communications provides an effective communications service to the Bishop, diocesan departments, clergy and parishes across Norfolk, Suffolk, Cambridgeshire and Peterborough, advancing the evangelising mission of the Diocese by raising the profile of its work and promoting public understanding of the Church.

Salary: In the range £40-45,000

Hours: Full time, but with a flexible approach to hours

Location: Norwich and around the Diocese, with the possibility of some home working

Accountable to: Director of Operations and Finance

Key relationships: Parish clergy; Trustees and staff of the Diocesan Curia; local and national media.

**Key Duties and Responsibilities**

1. General Duties:

* Produce and implement a communications strategy for the Diocese of East Anglia
* Manage the diocesan communications budget.
* Provide communications and media training and resources to the Bishop, Curia staff and clergy

2 Public Relations

* Be responsible for handling all external press interest/matters for the Diocese and be the first point of contact.
* Provide communications and media advice to the Bishop, Curia staff and clergy
* Monitor national and local media comment and reporting of the Catholic Church to identify matters of interest or concern to the Diocese
* Respond to specific events and issues affecting the public profile of the Diocese or any one of its parishes and work with the Bishop and other staff to produce suitable press statements and releases.
* Organise opportunities for the Bishop and other senior Diocesan staff to appear in the media to maintain and improve the profile of the Diocese.
* Provide advance information about diocesan activities, key events involving the Bishop and any other activities which support the diocesan mission in East Anglia.
* Assist in drawing media attention to and coverage of significant diocesan celebrations and other major events.

1. Editor of the Diocesan Monthly Newspaper:

* Commission and/or produce news items for the diocesan newspaper.
* Provide or commission photographs to illustrate items in the newspaper.
* Organise contributors for the newspaper.
* Manage the schedule for the newspaper.
* Design and produce page layouts (currently using QuarkXPress)
* Liaise with the publisher and printer to produce a quality, timely and cost-effective production.

1. Website and social media editor

* Be responsible for the diocesan website including news and standing information
* Manage social media channels including Facebook, Twitter/X, Flickr, YouTube,
* Produce a regular e-news bulletin linked to website content.
* Produce occasional video and audio content for all channels

1. Editor of Annual Diocesan Yearbook:

* Be responsible for the overall editorial content and production of the annual Diocesan Directory and Calendar.
* Produce news, features and pictorial content
* Check all existing directory content for accuracy
* Design and produce pages in QuarkXPress or similar
* Liaise with the publisher and printer to ensure a cost-effective, timely and quality production