



Diocese of Westminster

Job profile: Diocesan Communications Assistant - Communications Office

Location: Archbishop's House,

Reporting to: Communications Officer

Job Purpose: To contribute towards the production of various publications, maintaining online resources and social media, and responding to the requests from parishes, schools, other departments, individuals in the diocese, Catholic agencies, and members of the media as appropriate

Principal duties and responsibilities:

- Assist in the planning and production of each edition of the Westminster Record. Take ownership of researching and writing specific stories as assigned, and edit incoming contributions from schools, parishes, departments and related organisations. Assist in the layout and production phase of the paper.
- Contribute to the production of the monthly Westminster Information (*ad clerum*), sourcing and editing entries.
- Maintain the Rcdow website, producing and editing content specifically for the main pages, the Cardinal, Vocations, Diocese, News and Education News sections.
- Provide website training and support for other departments to enable them to keep their sections of the website up to date.
- Manage social media accounts, planning regular content and maximising use of all channels to communicate appropriate messages about the work of the Church in the diocese. This includes but is not limited to Twitter, Facebook, Instagram, Vimeo, Flickr and Issuu.
- Manage parish microsites, including setting up new sites and users as required, and providing training and support to parishes.
- Manage Resource Centre, adding content as required, setting up new users and providing training and telephone support to parishes.
- Update Datacentre entries for parishes as required.
- Attend diocesan, parish and school events to photograph and prepare articles to report on the events.
- Film and audio record pastoral letters, interviews and messages as required. Edit and make accessible these recordings on the website, in the Resource Centre or for distribution through other channels.
- Prepare press releases about key diocesan events and distribute to Catholic and secular media as appropriate.
- Manage media requests for information about the life of the diocese. Assess and manage requests for filming or audio-recording in the Cathedral or in parishes.
- Provide information and assistance to offices, departments and parishes about brand guidelines and correct usage.
- Design simple posters and leaflets for offices, departments and parishes, as requested.
- Manage requests for business cards.
- Update Westminster entries for the Catholic Directory, maintaining up-to-date information and submitting the information to Bishops' Conference as required.
- Maintain and regularly update lists of potential VIP guests for significant Masses and diocesan events.
- Respond to requests for information by telephone or email from parishes and individuals, directing the request to the appropriate area if necessary.
- Assist with some of the writing and editing copy, and compiling images and edits for the Annual Accounts.

Person specification: **Communications Assistant - Communications Office**
Contract Type: Permanent
Salary: **£25,000 per annum (neg)**
Hours of work: 9am-5pm Monday to Friday, with occasional evening and weekend work

Knowledge & Experience required:

- A strong understanding of, and grounding in, the teachings of the Catholic Church
- Understanding and experience of using social media and digital communication channels.
- Excellent written communication skills are essential
- Effective team player who can work as part of a small and dynamic team, making innovative contributions and establishing good working relationships.
- Ability to remain calm under pressure and maintain a sense of humour!
- Ability to effectively communicate and influence at any level
- Excellent organisational and project management skills with the ability to manage a busy workload, work to tight deadlines and keep on top of multiple projects
- Ability to work with complete discretion and confidentiality
- Familiarity with design software, such as InDesign or QuarkExpress – desirable but not essential
- Some familiarity with website content management systems – desirable but not essential