

## Job Description

Job title	Catholic Scripture Engagement Officer
Reporting to	Catholic Scripture Engagement Manager
Staff responsibility	None
Location	Swindon/Home based with some national travel

### What we do

Working in over 200 countries and territories, Bible Society is a charity on a global mission to bring the Bible to life for everyone. We believe that when people engage with the Bible lives can be changed, for good.

### Summary of role

Support the Catholic Scripture Engagement Manager in the delivery of the God who Speaks campaign and wider Catholic remit, assisting with administrative support as necessary.

Write and design web content and other resources for dioceses, school and parishes and upload content frequently to refresh the WordPress website.

Take part in online and face-to-face presentations in dioceses to inspire them about our projects and work. Be the go-to person at Bible Society for responding to Catholic enquiries and raise the visibility of our engagement with the Catholic Church.

### Main responsibilities

- Upload content onto the God who Speaks WordPress website every week, sometimes daily
- Perform routine web administration – add pages, images, videos, menu items, and maintain content on existing applications. Monitor and troubleshoot any issues that may arise
- Help to design and update educational and catechetical print materials for parishes and schools using our God who Speaks brand and style
- Work with the Catholic Scripture Engagement Manager to execute web functionality, content, design, and communications across all web and design platforms including social media
- Research the Catholic audience and its needs through helping to identify, trial and create a range of emerging resources and oversee their delivery and promotion
- Demonstrably increase the profile of Bible Society in the Catholic Church and the profile of the Catholic Church in Bible Society
- Help to organise and run successful Scripture events in dioceses to enable deeper Bible engagement among the Catholic community

- Alongside colleagues, ensure that our database is appropriately managed in order to monitor activity and communicate with the Catholic audience effectively

### General

- Act as a friendly face to other departments for advice and information when engaging with the Catholic community
- Contribute to the overall Bible Society culture from the Catholic perspective, sharing Catholic approaches to Scripture, prayer and spirituality
- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

### Who we need

#### Qualifications

- Proven experience of relevant WordPress and design experience in a professional environment
- Theology graduate or graduate with some theological or biblical background
- Good understanding of front-end technologies
- Proficiency in Adobe Creative Suite – primarily Adobe InDesign, Photoshop, Canva and Illustrator
- Excellent visual design skills and attention to detail

#### Knowledge

- Understanding of the Roman Catholic Church structures in England and Wales
- A sound working knowledge of the Catholic faith and its theological approaches to Scripture
- Able to understand the Catholic audience in order to carry out effective research and promote resources successfully
- Ability to present clearly and with passion to a range of audiences including the Catholic hierarchy and the laity

#### Experience

- Previous experience working/volunteering in a Catholic school, chaplaincy, parish or diocese
- Communications, marketing and networking experience in a professional environment
- Experience of managing successful events, including scheduling, promoting, content development, booking and budgeting

#### Skills

- Excellent IT, WordPress, Photoshop, Canva or other design software skills
- Excellent writing skills
- Able to produce and deliver work in a timely fashion; and meet deadlines as set by the manager
- Able to be creative with a Catholic sensitivity

- Team worker while able to work alone and use initiative
- Strong communicator and networker

#### Personal attributes

- Pro-active Catholic who is inspired by the God who Speaks campaign and has a passion for the Bible to be central to the Catholic faith and its wider application in society
- Strong interpersonal skills, with the ability to build networks, and to act collaboratively, with diplomacy and integrity
- A broad thinker, who is able to consider wider implications, as well as the detail of tasks
- A self-starter, who can reliably deliver a solution without excessive intervention
- Flexible and willing to travel each month

### Culture and character

#### Culture

We are committed to building on our unique culture, which is based on an inclusive Christian faith and positive management and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

#### Character

As well as recruiting for talent, experience and expertise we are also very interested in the character of our staff and would like to know how you demonstrate the following:

**Character for leadership** – you will be self-aware and know what it takes to connect well with others, which will enable you to inspire, challenge and support others.

**Character for teamwork** – you will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you will recognise the organisational structure, vision and mission and will constructively and proactively support these so we operate effectively.

**Date produced:** 12 April 2022

**Updated:**

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