

JOB DESCRIPTION AND PERSON SPECIFICATION CATHOLIC COMMUNICATIONS NETWORK MEDIA OFFICER

- Job Title:** Media Officer – Full time
- Responsible to:** Director of Information and News
- Role Purpose:** To become a key member of the CCN central team supporting its operations and senior staff and assisting with the development of on-line and other communications systems.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- i) Assist in day-to-day news and media management, supporting the senior members of the team in all their activities.
- ii) Assist in the provision of high quality press office support to the Bishops' Conference and other senior lay and clerical Church representatives.
- iii) Implement work on the CCN's stated aims and development of on-line and other news and information services, including publications of the Conference.
- iv) Offer detailed assistance and advice to journalists and other users of all CCN services
- v) Write and research media and current affairs briefing documents.
- vi) Assist in delivering a proactive media relations strategy.
- vii) Assist the Director of Information and News and others in developing an overall long-term media strategy for communications.
- viii) Contribute positively to high quality media support and news management advice given to a variety of agencies within the Catholic Church in England and Wales as requested by the Executive Director and Director of News and Information.
- ix) Work with the Director of News and Information and the Catholic Communications Network to manage and facilitate, conferences, press conferences and exhibitions.
- x) Undertaking other such duties as appropriate, as required by the Director of News and Information and the General Secretary.

PERSON SPECIFICATION

It is essential that the successful applicant will be:

- i. A committed Christian with a good understanding of the Catholic Church and the potential to develop further knowledge of its teaching and structures.
- ii. A PR specialist or Journalist with at least 3 years experience who wishes to add to their knowledge and experience in a fast moving press and news environment.

- iii. Able to demonstrate proven experience of news and issues management in a pro-active media environment.
- iv. Able to demonstrate a willingness and aptitude to work constructively within a team, sometimes under pressure.
- v. Able to demonstrate sound knowledge of the latest communications technologies and methods and keen to be aware of leading edge technology in this area.
- vi. Demonstrate outstanding oral and written communication skills and the ability to use them effectively under pressure.
- vii. Prepared to travel and work to an on-call system with colleagues at weekends and during holiday periods and assist with the provision of an out of hours service.
- viii. Demonstrate the ability to work within a team of committed media and news management professionals.
- ix. An innovative and self motivated team member with impeccable credentials

It is desirable that the successful applicant will:

- i. Have experience in publications at an editorial or delivery level.
- ii. Have good personal contacts with key staff in print, radio, television or on-line media outlets.
- iii. Demonstrate an aptitude for languages.

TERMS AND CONDITIONS

- The employer is the Catholic Bishops' Conference of England and Wales – the Catholic Trust for England & Wales (CaTEW) is a registered charity No 1097482
- The salary will be £25,597 per annum on Grade 3 of CaTEW's salary scale. Salaries are reviewed annually.
- This is subject to six months probation period.
- Place of work would be 39 Eccleston Square, London SW1V 1BX
- There is a Catholic Trust for England & Wales (CaTEW) pension scheme. This is a personal pension plan. CaTEW will match contributions up to a maximum of 6% of salary. There is a death in service which is three times basic salary.
- Annual holiday is 25 days (5 of which are to be taken over the Christmas holiday) plus public holidays. Annual holiday starts from January to December.
- Expenses and subsistence allowances are in accordance with current CaTEW scales which follow Inland Revenue no liability guidelines.