

JOB TITLE:	Communications Officer – Publishing and Design
GRADE:	L
EMPLOYER:	Oxford Diocesan Board of Finance
DEPARTMENT:	Communications
LINE MANAGER:	Director of Communications
ACCOUNTABLE TO:	Director of Communications
RESPONSIBLE FOR:	N/A
LOCATION:	Church House Oxford, Langford Locks, Kidlington, OX5 1GF
JOB TERM:	12-month Fixed Term Contract

THE CONTEXT, OPPORTUNITIES, AND CHALLENGES OF THIS ROLE

The Diocese of Oxford is a living, growing network of more than a thousand churches, chaplaincies and schools across the three counties of Berkshire, Buckinghamshire and Oxfordshire. More than 2.4 million people live in the Diocese, and this number is set to rise by up to half a million over the next decade.

We want all of our staff and parishes to be able to communicate well. The Diocese is served by a small, energetic communications department that works in partnership with a roster of specialist freelancers to deliver exceptional communications and public relations work on behalf of the whole Diocese.

Working as part of a close-knit team, the Communications Officer – Publishing and Design, oversees all publications, including email campaigns, and, through a new in-house design function, ensuring our materials have a strong and compelling appearance.

JOB PURPOSE

The post holder plays a key role in delivering on-brand and engaging content. They develop, edit, project manage, design, and copywrite communications across a wide range of channels, ensuring at all times that our output is in line with house-style and brand guidelines and to agreed quality levels. The post holder works closely with colleagues across the organisation to develop messaging, design, and tone of voice that is appropriate to the audience/channel while ensuring the highest possible editorial standards.

PRINCIPAL ACCOUNTABILITIES

1.	Co-ordinates the creation, production, design, and distribution of diocesan publications. Subbing and proofreading content to ensure consistent high standards and compelling copy.	60%
2.	Ensures good internal communications with key stakeholders, including clergy, parishes, deaneries, and staff representatives by preparing and delivering communication messages or providing guidance and support to diocesan staff.	30%
3.	Oversees email campaign and other department-specific tools to ensure audience information and segments are well maintained.	5%
4.	Supports the work of the Department and their professional development by covering for colleagues in the Department during absences and periods of high demand.	5%

DUTIES AND RESPONSIBILITIES

- 1. Co-ordinates the creation, production, design, and distribution of diocesan publications. Subbing and proofreading content to ensure consistent high standards and compelling copy.**
 - Supports and oversees all aspects of the publishing and distribution process
 - Subs and proofreads content to ensure impactful, consistent copy and the highest standards of accuracy
 - Designs impactful and striking publications which will attract positive attention, working within brand guidelines
 - Ensures all written communications (both on and off-line) are factually accurate and meet high editorial standards. Develops innovative and stand-out copy
 - Offers guidance on the use of the diocesan visual and written identity and promotes consistent application across all diocesan communications
 - Proactively contributes to team efforts to create a single editorial process across all communications channels, improved workflows, and content sharing across print and digital
 - Develops project schedules and ensures they are adhered to, avoiding excessive proof rounds
 - Maintains our image library to ensure compelling use of images across our publications, and assists with updating our image library
 - Commissions and liaises with print houses as appropriate. Ensures external elements are delivered on-time, on budget, and to a high standard
 - Manages the volunteer distributor network and parish relationships for Pathways magazine
 - Works with and through others to oversee the distribution of resources to parishes and individuals

2. Ensures good internal communications with key stakeholders, including clergy, parishes, deaneries, and staff representatives by preparing and delivering communication messages or providing guidance and support to diocesan staff.

- Produces weekly eNews, constantly seeking to improve content and reach
- Oversees other email communications, working to schedule and segment communications to prevent overmailing
- Works closely with HR colleagues to champion good internal communications with staff, especially during times of challenge and/or organisational change
- Works with and through others to ensure the prayer diary is maintained and developed and deadlines met
- Deals with movement forms and arranges for publication in church press and the diocesan website

3. Oversees email campaigns and other department-specific tools to ensure audience information and segments are well maintained.

- Monitors the communications department email so that comments and queries are answered swiftly
- Updates MailChimp and CMS as part of a whole-organisation effort to ensure audience data is fresh and up to date
- Ensures Shopify orders are accurately fulfilled, and store page content is compelling and up to date
- Supports departments to schedule and create compelling and timely email campaigns, where appropriate, working with communications colleagues to deliver integrated multi-channel campaigns

4. Supports the work of the Department and their professional development by covering for colleagues in the Department during absences and periods of high demand.

- Contributes creatively to the work of the communications department by assisting in the development of content and campaign ideas
- Keeps up to date with other dioceses and the national church to ensure we remain innovative and develop best practice from elsewhere

DIMENSIONS

The post holder is one of three communications officers in the Department and is responsible for ensuring Diocese publications are on-brand.

PLANNING & ORGANISATION

- The post holder contributes to the three-monthly communications plan and ensures her/his work is scheduled and created to meet the requirements of the plan
- The post-holder works closely and collaboratively with colleagues in the Department and across the Diocese
- The post-holder carries lead responsibility for design and content of print and email publications, including distribution, but is not responsible for contractual or business arrangements
- The post-holder plans for and anticipates pressure points where a number of projects with competing deadlines come together and works to mitigate this

DECISIONS

- Be responsible for the allocation of his/her time within the agreed hours to ensure effective support for the work of the Department
- Make editorial decisions about the content of publications
- Use sound professional judgement to ensure publications are produced on time, on budget, and to consistently high standards.

CONTACT WITH OTHERS

Internal:

- The Communications Department, and colleagues in other departments in Church House Oxford, including the Secretariat team.
- Area Bishops, Archdeacons and Associate Archdeacons, and the Diocesan Secretary
- Members of synodical boards and councils and the Diocesan Bishop (where required)

External

- Parishes/Benefices and clergy
- Clergy, Laity, and members of the Church of England
- Other communications officers in the Church of England
- Freelancers and suppliers contracted by the Communications Department

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Qualifications in communications, journalism, or copyediting (or equivalent experience obtained over a number of years)
- Expert use of Canva as a design tool over a number of years, with Canva accreditations
- Expert use of the Adobe suite of tools and resources
- Previous experience working in a publishing and design environment

- Comfortable and confident promoting the Church of England and faith in Jesus Christ in our communications
- Authoritative and inspiring editor, able to take original copy from others, edit, and repurpose for consumption across a wide range of channels
- Excellent eye for detail and ability to spot inaccuracies, libel, or other legal complications. A strong track record in generating engaging and error-free content across a range of channels
- Adaptable writing style to meet differing stakeholder needs while retaining overall tone of voice and house style requirements
- Knowledge of production standards and processes across a variety of media
- A team player. Able to build consensus and positive relationships within and across teams
- Highly organised and detail oriented. Able to work to a high standard when under pressure, manage a wide and varied workload, and plan and meet deadlines
- A strong track record in subbing and proof-reading content across a range of channels
- An excellent eye for design and layout, using creativity to build brand loyalty
- Experience of working with stakeholders to translate a broad range of aims and objectives into effective publications.
- Excellent IT skills, including Microsoft Office, Canva, Teams, and web editing

Desirable

- A communicant member of the Church of England or a church that is a member of the Churches Together in Britain and Ireland
- Familiar with the work of the Church of England
- Experience of working with InDesign
- Experience working with volunteers
- Experience of updating databases
- Experience of editing materials to engage Christians imaginatively (including worship, prayer, Bible study, and theological reflections).
- A flexible approach to office life (particularly over the structure of working day)

GENERAL INFORMATION

Band	L
Remuneration	<p>£29,165.87 actual per annum (£36,457.34 to £39,281.04 FTE per annum)</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Contract term	This is a part-time (0.8) fixed-term appointment of 12 months duration.
Hours of work	<p>30 hours per week with regular agreed hours and days.</p> <p>It is recognised that this role requires the ability to work flexibly, and with that, occasional evening and weekend work may be required, for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford. OX5 1GF.
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 22 days' annual leave per annum. - During the second year, up to and including the fifth year of employment, you will be entitled to 25 days leave per annum. - During the sixth year, up to and including the 10th year of employment, you will be entitled to 1 days extra annual leave per consecutive year. - Thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on pro rata basis for part time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve. It is recognised that the post holder may be required to work from other locations on these days as and when the Board requires it.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</p>

	We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.
Probation period	3 months, during which time progress is regularly reviewed, and the period may be extended.
Notice period	1 month from either side, or the statutory minimum (whichever is greater).
Circumstances	The role involves occasional travel across the Diocese for work purposes.

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Signed:

Dated: