



JOB DESCRIPTION

Job Title	Communications Officer
Team	Communications Team
Location	Homeworking with occasional travel to CCT offices and sites.
Reports to	Senior Communications Officer
Salary	£25,447 - £29,938 pro rata per annum, depending on experience plus pension and benefits
Duration	Permanent
Normal Working Hours	21.6 hours per week over 3 days

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Overall job purpose

The Communications Officer is a key supporting role within the communications team. The post holder will research, write, and publish content across various channels liaising with teams across the organisation to help identify content. They will report to the Senior Communications Officer and contribute to the work of the wider communications team, helping to deliver marketing campaigns and the communications strategy.

This role will provide some administrative support to the Senior Communications Officer, particularly in areas of location filming, press enquiries, image management, website updates and liaising with internal teams and external bodies where required.

The post holder will have the ability to work across all teams within the organisation and be an effective written and verbal communicator.

Key relationships

The Communications Officer will work primarily within a small Communication Team and will also on occasion work alongside other teams such as Regeneration, Learning and Participation, Conservation, Finance, Regional and Fundraising teams so that the whole staff and community support network of CCT is empowered to drive forward communications.

Key duties and responsibilities

1. Communications and PR

- Support the delivery of the annual communications plan.
- Provide administrative support by monitoring and responding to enquiries from several shared email inboxes.
- Produce monthly email newsletters to segmented audiences.
- Liaise with freelancers such as photographer and designers.
- Provide communications and PR support to CCT national and regional teams.
- Build and maintain relationships with journalists, customers, and other stakeholders.

2. Income Generation

- Support the Senior Communications Officer to promote filming at CCT sites.
- Monitor and review film location hire enquiries to identify major and small-scale enquiries and escalate to the Senior Communications Officer or regional staff in line with internal processes and providing support to the Senior Communications Officer throughout the hire process.

3. Support the national programme of events, including staff away days, Trustee Tours and CCT's annual lecture

- Work closely with colleagues to deliver employee engagement activities.
- Support with the planning and delivery of digital and in-person national events.

4. Design and Digital

- Support the Senior Communications Officer with maintaining the Trust's online image library.
- Collaborate with colleagues to design and produce in-house digital and print design assets using Adobe Creative Cloud programmes including InDesign, Illustrator, Photoshop, and Premier Pro.
- Support the Communications Team in the delivery of digital and printed materials.

- Ensure that all communications and marketing materials align with CCT brand guidelines and provide support and guidance to staff where needed.
- Have a knowledge of social media platforms and how they support overall communications.
- Be a point of contact for CCT's warehouse fulfilment service, supporting the relationship with the Account Manager and reviewing the availability and distribution of materials.
- Undertake other projects as identified by the Senior Communications Officer.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Additional information:

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

Person Specification:

Section 1. Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

	Essential Criteria	How this will be assessed
1	Educated to A level or equivalent.	A
2	Experience of planning and supporting events of a variety of size and style.	A
3	Experience of working in an administrative role.	A

Section 2. Further Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience of working within a marketing, PR, publications, or other communications context.	I
2	Knowledge of design, photography and print production.	I
3	Excellent verbal and written communication skills.	I
4	Computer literacy and ability to be administratively self-servicing	I
5	Ability to use own initiative and to work effectively alone and as part of a team.	I
6	Well organised, able to manage own time, prioritise workload and meet deadlines	I
7	Confident, professional, open approach to dealing with colleagues at all levels internally and externally.	I
8	A creative flair that can be practically harnessed to create engaging communications content.	I
9	Willingness to travel to in-person meetings and events on occasion.	I

Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Attention to detail and presenting work to a consistently high standard	I
2	Excellent interpersonal skills; able to maintain effective working relationships with people at all levels.	I
3	Experience of creating engaging digital and print content.	I
4	Experience of undertaking or commissioning and overseeing design work	A
5	Experience of Adobe InDesign, Illustrator and Photoshop	A
6	Able to work out of hours on occasion.	I

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency-based questions around this criteria at interview.

T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

How to apply

If you would like to apply for this role, please click **here** where you will be directed to our online recruitment system. You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Tuesday 11th April 2023**

Interviews will be held on **Tuesday 18th April 2023** via **Microsoft Teams**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk.