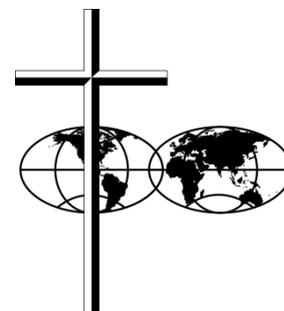


Missionary Society of St Columban

Job Description – Communications Officer

Permanent – Part-Time 22.5 hours per week



Job Title:	Communications Officer
Place of work:	Columban Mission Office, St. Columban's, Widney Manor Road, Solihull B93 9AB
Reporting to:	Regional Director
Salary range:	£25,295 to £29,636 per annum pro rata ¹
Days/Hours:	9.00am to 5.00pm on 3 days per week Monday to Friday (22.5 paid hrs per week); flexibility required to work occasionally in the evenings and at weekends
Additional benefits:	5% gross pension contribution; flexible working arrangements will be considered

Overall Purpose of Job

This is a new role to support the work of Columban mission in Britain, to deliver a new website and increase engagement among donors, supporters and subscribers.

Main Tasks and Responsibilities

- To ensure that content on the Columban's website is up to date; including sourcing, writing, editing and uploading news stories;
- Manage and maintain a positive relationship with the third-party agency developing our new website;
- To create, curate and manage the regular e-mail and other campaign related messaging;
- To post relevant and timely material on the Columban's social media channels;
- Contributing to creative and strategic planning and development of communications plans including participation in the Society Communications Team;
- To take, edit and resize photographs and other digital assets; and to create an accessible photo library to store and manage photos and other digital assets;
- To create and edit basic videos and possibly audio;
- To facilitate increased social media interaction and community engagement including live video streaming;
- Contributing to the development of the Society-wide Columban Intranet and Portal;
- To produce a British Region newsletter twice a year in June and December for circulation by email around the Columban world;
- Act as a brand guardian across all forms of content generated from the mission office in Britain;
- To undertake any other work or responsibility within these areas of work as directed by the Regional Director and, on a day-to-day basis, by the Mission Office Administrator (Solihull) and JPIC Media Desk worker (London).

The main responsibilities of the post are outlined above. This list is not exhaustive and is intended to reflect main tasks and areas of work. Changes may occur over time and following a period of consultation the post holder may be expected to agree to reasonable changes to the job description that are commensurate with salary banding and in line with the general nature of the post.

Equal Opportunities

The Missionary Society of St. Columban is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

¹ Actual pay range £15,177 to £17,782 per annum (22.5 hours per week)

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications/ Training	Degree/Qualification in Communications, Journalism or Media or equivalent experience Working knowledge of content management systems	Minimum of two years' experience is preferred Experience with a CMS, including Drupal and WordPress Experience of photo-editing software (E.g. Adobe Photoshop) Basic understanding of video-editing software (E.g. Adobe Premiere Pro)	Application
Previous experience	Experience of working both independently and as part of a team Experience of writing for a specific target audience	Project Management experience Development of content and/or social media plans	Application / Interview
Skills/abilities	Excellent communication skills, both oral and written Good interpersonal and diplomatic skills, with the ability to deal with senior people with confidence and respect Excellent prioritisation skills and strong organisation skills with attention to detail Resourceful and calm under pressure Able to work flexibly both in terms of time and responsibilities Proactive and able to use initiative Excellent record-keeping. Excellent IT skills including Microsoft Word, Outlook (calendar, contacts and email) and Excel	Be prepared to travel throughout the Missionary Society of St Columban and elsewhere on occasion Willing and able to travel and to work evenings and weekends as required	Interview / Test
Knowledge and understanding	Understanding of online communications, writing for the web and social media Keeps up to date with digital trends	Understand and be sympathetic to the life and work of The Missionary Society of St Columban and The Catholic Church	Interview / Test

Please use the application form and process to demonstrate how you fit the person specification and your ability to perform the tasks required of the role.

We prefer you to use the Application Form, but will accept Curriculum Vitae (CV) limited to 2 sides of A4 and accompanied by pages 3 and 4 of the Application Form.