

Missionary Society of Saint Columban
Job Title – Communications Officer
Maternity Cover



Job Title:	Communications Officer – Maternity Cover
Place of work:	Columban Mission Office, St. Columban’s, Widney Manor Road, Solihull B93 9AB
Reporting to:	Mission Office Administrator
Contract:	Fixed term for 9 months
Days/Hours:	15 hours per week (Flexible approach - days and split of hours to be discussed with the shortlisted candidates)
Salary:	£12,000 pro rata (£30,000 full time equivalent)
Additional Benefits: <ul style="list-style-type: none"> • An additional week of holiday • Four discretionary days of holiday over the Christmas period when the office is closed • Discretionary Christmas bonus • Discretionary paid compassionate leave • Discretionary Occupational Sick Pay • Flexible working hours • Invitation to Charity conferences and webinars • Long Service Awards • Private Healthcare Scheme • Pension enrolment 	

Job Purpose

To provide temporary maternity cover for our Communications Officer. Working collaboratively with Columban ministries in Britain, to communicate effectively and primarily through online media the work of Columban missionaries around the world to increase engagement and support. This includes reaching out to new people and audiences that identify with our core mission and values.

Main Tasks and Responsibilities

- To ensure that content on the Columban’s website is relevant and up to date; including sourcing, writing, editing, scheduling and publishing Columban news, stories, reflections and opportunities to engage in Columban mission work;
- To create, curate and send regular e-mail newsletters using MailChimp;
- To post relevant and timely material on the Columban’s social media channels in collaboration with the JPIC Media Desk (London);
- To facilitate increased social media interaction and community engagement including live video streaming;
- To coordinate creative and media planning for mission events, activities and reports;
- To use and continue an up-to-date content plan in consultation with the Mission Office Administrator and Columban ministries in Britain and around the world;
- To take, edit and resize photographs and other digital assets; and to store and manage photos and other digital assets;
- To create and edit basic videos and possibly audio; to support the production of professional video content.
- To produce a British Region newsletter for circulation by email around the Columban world in December;
- To undertake any other work or responsibility within these areas of work as directed mainly by the Mission Office Administrator (Solihull) and other ministry leads in the Region of Britain, if needed.

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.

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications/ Training	Degree/Qualification in Communications, Journalism or Media or equivalent experience	Familiarity with CANVA desktop publishing tool Basic understanding of video-editing software (e.g., Adobe Premiere Pro)	Application
Previous experience	Working knowledge of Word Press content management system or similar Experience of working both independently and as part of a team Experience of writing for a specific target audience	Minimum of two years' experience is preferred Experience of MailChimp or similar email marketing tool Experience of photo-editing software (e.g., Adobe Photoshop) Project Management experience Experience in 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 maintains poise 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	Willing and able to travel within Britain.	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

Closing Date: Midnight on Friday 27th January 2023

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Please use our Application Form to apply for the vacancy and send a copy of your recent résumé.