

Anglican Communion Office – Director for Communications

Job Description

Reporting to: All Anglican Communion Office (ACO) staff are under the overall leadership and direction of the Secretary General. The Director for Communications will be managed by the Chief Operating Officer and will be a key member of the Management Team.

Responsible for: All staff within the Communications department (currently 3 staff, 2.6 fte).

Job purpose

- To lead the communications function of the ACO ensuring that proactive and reactive communications are in line with the agreed strategy.
- To advise the Secretary General and senior colleagues on communication matters relating to the Anglican Communion and the work of the ACO.
- To share in the leadership and management of the ACO as a member of the Management Team.

Key responsibilities – Communications Strategy

- To create a communications strategy for the Anglican Communion, the ACO and the Secretary General, with includes clear understanding of target audiences and how best to reach them.
- To ensure that the communications strategy is understood and valued by key partners in other Anglican Communion institutions including member churches, mission agencies etc.
- To ensure the delivery of the communications strategy with proactive public relations initiatives and appropriate responses to media enquiries using traditional and digital media.
- To provide a communications service to the Secretary General and ACO directors, coordinating, articulating and publicising their work.
- To develop and sustain strong relationships with the Archbishop of Canterbury's Office, the Church of England's Director of Communications and pan-Anglican organisations (Anglican Alliance, Mothers' Union, mission agencies etc).
- To develop good relations with media professionals, church leaders and others across the Anglican Communion.
- To maintain an informal communicators' network and establishing professional relationships with colleagues worldwide including provincial communications leads.
- To identifying means of receiving regular relevant news from across the Anglican Communion.

Key responsibilities – Instruments of Communion

- To lead the development of communications strategy for the Lambeth Conference, working closely with the Lambeth Conference Company, Lambeth Palace staff and the Lambeth Conference Design Group and including building a team of communications professionals from around the Communion to have responsibility for implementing communications at the Lambeth Conference.
- To lead the implementation of the Lambeth Conference communications strategy, working closely with the Lambeth Conference Company and Lambeth Palace staff.
- To lead communications management and delivery at Primates' Meetings and the Anglican Consultative Council.

Key responsibilities – Anglican Communion News Service

- To review the operation and effectiveness of the Anglican Communion News Service (ACNS) and to bring recommendations for the future of the service to the Secretary General, Management Meeting and Standing Committee.
- To ensure that ACNS gathers and disseminates news with appropriate awareness of divisions in the Communion and the need to manage messages to potentially difficult audiences and stakeholders.

Key responsibilities – Management

- To act as a member of the leadership team taking a full part in the executive leadership and management of the ACO.
- To report regularly to the Standing Committee and to the Instruments of Communion on communications matters as appropriate.
- To represent the Secretary General and the Anglican Communion at events and activities relevant to the role.
- To ensure that Communications personnel are fully informed about ACO strategies, plans and developments.
- To form strong collaborative relationships with the other directors and teams.

Key responsibilities – IT

- To ensure that IT and other resources meet the organisational needs for employed and voluntary staff to be able to work effectively and efficiently, anticipating and providing for future requirements.
- To liaise with external IT suppliers ensuring service standards are met.
- To develop, with the Chief Operating Officer and Management Team, a strategy for IT improvement and oversee implementation of changes.

Key responsibilities - other

- To keep up to date with current developments in the Anglican Communion and the broad global Christian community.
- To keep up to date with developments in media technology and approaches, particularly in the area of digital communications.
- To undertake any other tasks reasonably required.

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Person Specification

Qualifications, knowledge and experience

- Degree or equivalent experience
- Expert understanding and knowledge of global Christian affairs, particularly within the Anglican Communion
- Experience of planning and of analysing and reporting on activity and outcomes
- Experience in managing IT issues and leading on complex IT decision making
- Experience in managing and motivating people and teams and of effective delegation
- Experience as a confident presenter, able to tailor messages for different audiences
- Budget management experience
- Experience in managing printed materials to publication

Skills and Abilities

- Diplomacy and relationship building skills
- Well developed and rounded management skills, capable of maximising the contribution of support staff and formal commissions and committees and individual volunteers
- Very strong skills in writing for a variety of audiences
- Very strong understanding of digital media
- Confident IT skills to be able to communicate effectively in the global arena
- Capability to contribute effectively as a leader beyond immediate functional responsibility and take a role in developing and communicating organisation strategy and approach
- Ability to influence colleagues around the communications aspects of their roles
- Ability to lead effective meetings with internal and external stakeholders
- Well organised with attention to detail and ability to lead others to achieve the same standards

Languages

- Written and spoken knowledge of one of French, Spanish or Portuguese would be a distinct advantage and is desirable

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Be prepared and able to travel throughout the Anglican Communion and elsewhere on occasion
- Willing and able to travel and to work evenings and weekends as required

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Background Information

About the Anglican Communion Office

The Anglican Communion Office, based at St Andrew's House, London, England, is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Archbishop of Canterbury (in collaboration with staff at Lambeth Palace), the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conferences as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon has served as Secretary General of the Anglican Communion since 2015.

The Director for Communications has primary responsibility for leading communications strategy and delivery for the Anglican Communion Office, its Secretary General and directors.

The position of Director for Communications is based at St Andrew's House in Westbourne Park, London W11. The Director is supported by one full-time Communications Officer, a part time Administrative Assistant (0.6 fte) and a full time Communications Intern focussing on digital communications and film-making. The Director will be part of the Management Team providing operational leadership for the ACO.

Relating to Anglican Churches around the world is a critical part of the role, as is substantial international travel.

General Conditions

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

The Council is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are Respect, Trust, Hospitality, Humility and Openness.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

Terms of employment

Salary:	c.£55,000
Pension Contributions:	Staff will be admitted to the Church Workers Pension Fund (Pension Builder Classic scheme). The Anglican Communion Council contributes 10% of basic salary and employees are required to contribute a minimum of 2.5%.
Hours:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

Annual Leave:	30 days paid leave per leave year. The leave year runs from 1 January to 31 December.
Season Ticket Loan:	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
Contract:	The post is offered on a permanent contract, subject to a six month probationary period.

Application process

Applications are invited from members of the Anglican Communion or of a church in full communion therewith, lay or ordained, men or women. The application should include a full CV and the names of at least three referees (references will not be taken up until later in the application process). A letter of support from a Primate or senior bishop of the candidate's church to accompany the application is desirable but not essential.

Applications should be sent to: applications@anglicancommunion.org. All applications and enquiries will be treated in strict confidence.

Closing date:	Closing date for receipt of applications is Monday 18 March 2019
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Interviews:	Interviews are planned for Wednesday 3 April
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