



JOB DESCRIPTION

JOB TITLE: Communications Officer (Digital)

LOCATION: St Andrew's House, 16 Tavistock Crescent, London W11 1AP

Key relationships

All ACO staff are under the overall leadership and direction of the Secretary General. The Communications Officer (Digital) will be managed by the Director for Communications.

Background

This is a new role to strengthen the communications department of the ACO. The post holder will update the Anglican Communion's websites and social media channels; and undertake basic photo and video editing

Job purpose

- To ensure that content on the Anglican Communion's websites, including anglicancommunion.org and anglicannews.org, is up to date, under the oversight of the Communications Officer (Content);
- To post relevant and timely material on the Anglican Communion's social media channels; under the direction of the Communications Officer (Content);
- To 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 edit basic videos and podcasts;
- To assist with increased social media interaction, including live video streaming; and
- To undertake any other work or responsibility within these areas of work as directed by the Director for Communications.

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.

PERSON SPECIFICATION

Qualifications, knowledge and experience

- Degree or equivalent experience
- Working knowledge of content management systems, including Umbraco and Wordpress
- Experience of photo-editing software, including Adobe Photoshop
- Basic understanding of video-editing software, including Adobe Premiere Elements; or a willingness to train

Skills and abilities

- Excellent communication skills, both oral and written
- Ability to maintain a high degree of confidentiality

- Good interpersonal and diplomatic skills, with the ability to deal with senior people with confidence and respect
- Excellent prioritisation skills
- Efficient and quick at dealing with requests
- Strong organisation skills with attention to detail.
- Ability to work as a member of a team.
- 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.

Other

- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Be prepared to travel throughout the Anglican Communion and elsewhere on occasion
- Willing and able to travel and to work evenings and weekends as required
- Must be able to demonstrate the right to live and work in the United Kingdom.

BACKGROUND INFORMATION

About the Anglican Communion Office (ACO)

The ACO is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conference as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon serves as Secretary General of the Anglican Communion.

A related charity, the Anglican Alliance, is located in the ACO building and works closely with ACO staff. Its financial affairs are managed by the ACO finance team; its statutory accounts are consolidated into the ACO accounts.

The Lambeth Conference is a separate charitable company becoming fully operational in preparation of the next Conference in 2020. Its financial management will be undertaken within the ACO.

About the role

The Communications Officer (Digital) will be one of two new roles in the Communications Department. The postholder will work closely with the new Communications Officer (Content) who will co-ordinate this postholders work.

The new roles have been created to help the department move towards a new PR-focused approach to communications.

This role gives an excellent opportunity of working in a small, friendly, busy office in good well connected surroundings in west London. The staff members at the ACO are a small and close-knit team and support each other in busy periods with flexibility and good humour.

The workload will be interesting and varied. The Communications Officer (Digital) will need to be adaptable, well-organised and able to prioritise workload. The role will often involve dealing with senior Anglican figures around the world.

GENERAL CONDITIONS:

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, 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: in the region of £28,000.

Pension Contributions: Staff are 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 of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. The holder of this post is 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. This is exclusive of public holidays. The leave year runs from 1st January to 31st 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.

Closing date for receipt of applications:

Applications: Applications are invited from suitably qualified persons. The application should include a full CV, covering letter and the names of at least three referees, including a professional and a personal referee. References will be requested only for the successful candidate following interview.

The deadline for applications is noon on Monday 23 September and interviews will take place at our offices in the week commencing Monday 9 October 2019.

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

September 2019