



THE CATHOLIC DIOCESE OF ARUNDEL & BRIGHTON

Communications Officer: Permanent, part-time (0.5 FTE)

Salary £17,500 for 0.5 FTE (Based on a full-time salary of £35,000)

Reporting to: Head of Communications

Based at The St Philip Howard Centre, Crawley (with hybrid working)

Application Deadline: 13 August at 5pm

Shortlisting: 14 August

Interviews in Crawley: 19 August

Job Purpose:

To produce and edit accurate, well-written online and offline content across diocesan platforms telling the Church's story and its contribution to society. To support the Head of Communications in managing the digital and print presence of the diocese, including content management for our website and social platforms.

Principal duties and responsibilities:

- To attend a wide range of events in the Diocese and create accurate and engaging content for our website and social channels building the diocese's profile across new and existing platforms
- Collaborate with diocesan teams and partners to write and distribute press releases
- Work with other departments and stakeholders, enabling them to develop their communications and advising them on appropriate use of social media
- Manage updates for the diocesan website
- Dedicate time each week to drafting and reviewing parish communications where required, preparing and editing copy for fundraising bids and campaigns - including Planned Giving Drives and Capital Appeals.
- Work to ensure consistency of branding and visual identity across outputs and departments

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- Support the Head of Communications with all the activities of a busy Communications team, including annual preparation of the Diocesan Directory and contributions to the National Directory
- Undertake any other tasks as may reasonably be requested by the Head of Communications or Chief Operating Officer.

Essential Knowledge, Skills and Experience

The Communications Team is small and agile with a vital role in showcasing the aims and activities of the Church in our diocese. Flexibility around tasks undertaken is essential to contribute fully to this busy and often reactive function.

The successful candidate will have a university degree or equivalent, and at least three years' experience in a communications role. Photography skills would be beneficial. We welcome applications from people of all backgrounds – the successful applicant does not have to be a Catholic but must be sympathetic towards and supportive of the aims, vision, and mission of the Catholic Church.

The following skills are essential:

- Excellent written, editing, and proofing skills with the ability to communicate complex ideas in an accessible way across digital and print platforms
- An awareness of communication strategies and digital trends with an excellent understanding of online and offline communications
- Experience of digital and print campaigns
- The ability to manage multiple priorities and work to deadlines
- Able to influence without authority, with the proven ability to collaborate across teams and work effectively with others
- Willingness to take photographs at Diocesan events (training will be given)
- Willingness to travel and work across the Diocese – driving is essential
- Self-motivated and able to manage own workload with a willingness to work outside ordinary office hours if required (Time Off In Lieu will be applied)

This is a 0.5 FTE role (17.5 per week) based at our Crawley office. The successful applicant will be expected to attend the office at least weekly.

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