



*One in Christ Jesus,
engaged in God's mission,
empowered by the Spirit*

Communications & Media Officer

- Job title:** Communications & Media Officer, Churches Together in England
- Location:** Home based, but willing to travel
- Responsible to:** The General Secretary, Churches Together in England
- Salary:** £11–15k (£22–£30k pro rata) depending upon experience

This is a half-time post (18.5 hours per week) and on a One Year Fixed Term Contract

This is a new role separated-out from the mix of responsibilities held by the current media and communications staff member and offers an exciting new opportunity to develop media and communications for the national ecumenical body for England at a time of significant change. Developing the public profile of Churches Together in England is a strategic priority for its member churches, and the post-holder will be expected to work with fellow staff members to innovate and re-focus its media profile, especially amongst a younger age-group.

General overview:

- 1) The CTE team. The post holder will be a full member of the CTE team and share in the smooth running and corporate responsibilities of meetings, communication, administration and mutual support within the team in order to deliver the aims of the organisation.
- 2) The CTE aims. The post holder will be responsible for furthering the shared aims of CTE by:
 - Relating to the member churches and networks of CTE.
 - Relating to the Intermediate Bodies (regional ecumenical bodies)
 - Relating to local ecumenical groups.
- 3) Delivering the IT needs of the organisation.

These responsibilities will be apportioned within the team to make sure they are achieved.

General. The post holder will take a lead in the CTE team in relation to media and communications, chiefly by being responsible for digital and printed communications, including managing web structure of the CTE website www.cte.org.uk, supporting the process of regular updates, and by being the contact person for other communication officers.

The specific responsibilities of the post will be:

1. Maintaining, developing and updating CTE's website, including content policy and news items.
2. Liaising with staff and stakeholders re web content, so resources and information are provided for 'Churches Together' in England at national, intermediate and local levels.
3. Supporting staff with their web updates, so the various web areas are up to date.
4. Supporting Churches Together Groups with their website questions and providing graphics based on the CTE logo.
5. Managing content and production of printed and other resources agreed by CTE, e.g. the annual tri-fold leaflet, and the annual review.
6. Managing and delivering photographic and video resources, including simple video editing.
7. Coordinating Press Releases in line with the 'Press Release and Communications Strategy.'
8. Linking with the Communication officers of the CTE member churches, Coordinating Groups, Bodies in Association, and CTE Trustees.
9. Managing the Twitter and other social media feeds of the churches and CTE networks, to provide a horizontal flow of news across the churches in England. This requires a thrice-daily review of the CTE Twitter feed, ideally 5 days each week and occasionally at weekends.
10. Producing a monthly mailing, 'CTe-News', from the website content.
11. Maintaining the CTE Wikipedia entry,
12. Maintaining and reporting Google Analytics.
13. Being a point of contact re CTE Communications from enquirers, where necessary in consultation with the General Secretary.