

Communications & Events Coordinator

APPLICANT BRIEFING PACK

February 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

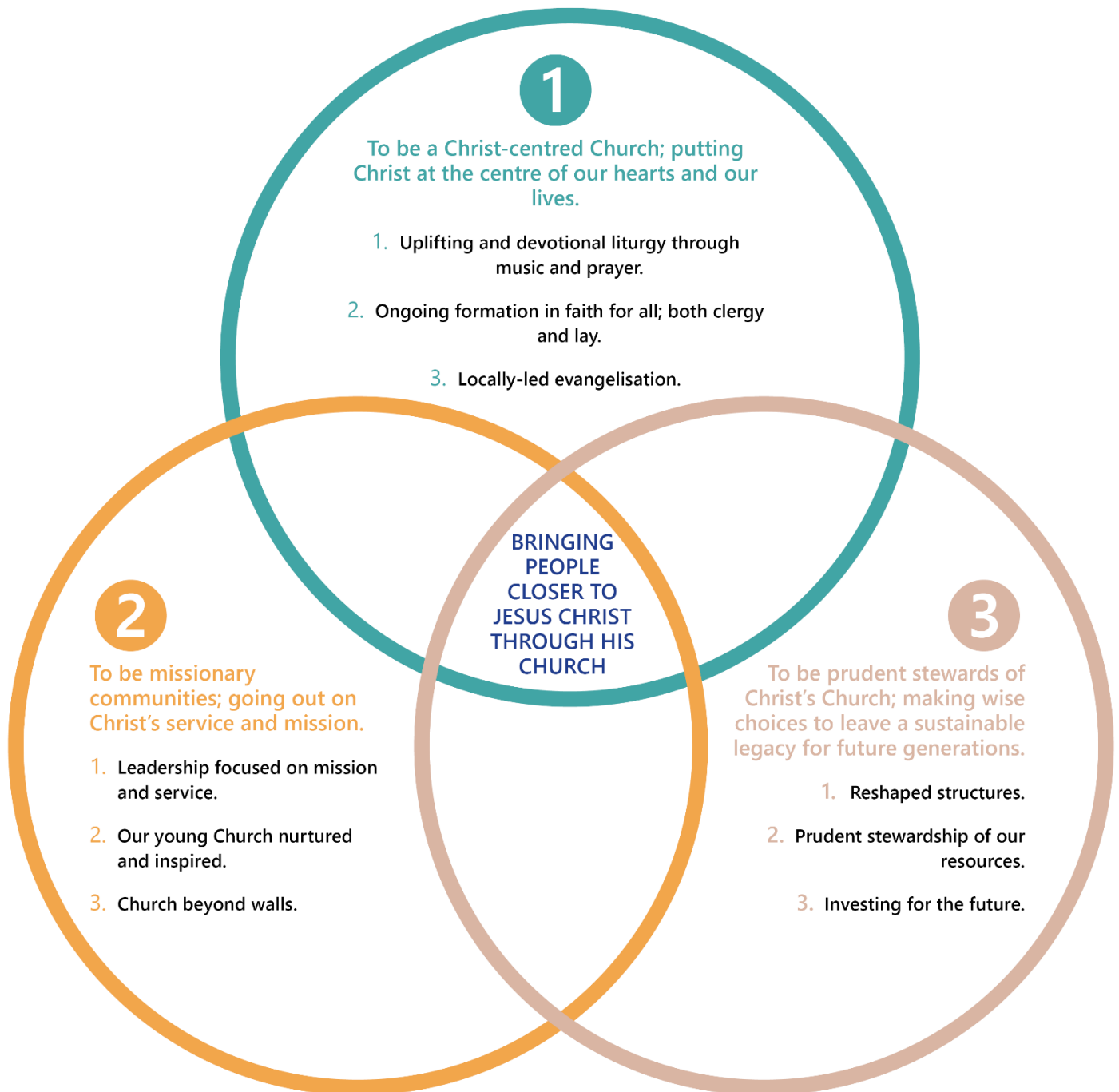
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

The Parish Communication and Events Coordinator will support the parish's mission by promoting clear, consistent, and engaging communication within the parish community and beyond. This role will also coordinate parish events that strengthen community and fellowship, encourage participation, and uphold the Catholic faith. A key aspect of the role is to ensure compliance with safeguarding and health & safety policies, GDPR & Safeguarding, and comply with copyright law.

As an employee of the Catholic Diocese of Portsmouth, the Communications and Events Coordinator must adhere to all Diocesan policies and procedures, as well as any local arrangements authorised by the Parish Priest.

Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Parish
- Parish volunteers and employees
- Parishioners and visitors
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- External suppliers and contractors

Responsibilities

Key accountabilities:

Communications

- Implement a parish communications plan.
- Set-up new social media platforms for the parish.
- Manage parish communication channels, including the parish website and social media platforms.
- Improve communication with local institutions (e.g. Council and Community centres) and local communication channels.
- Ensure all communications reflect Catholic values and are consistent in tone and branding.
- Collaborate with the priests and ministry leaders to promote parish programmes, activities, and liturgical events via digital channels.
- Communicate with parents.

Events Management

- Plan, organise, and manage parish events as agreed with the parish priest, for example parish annual social events, pilgrimages, cultural events.
- Manage event logistics, including scheduling, venue setup, catering, and equipment.
- Ensure compliance with diocesan and parish health & safety policies during events.
- Maintain an up-to-date parish calendar of events.
- Prepare event budgets, monitor expenses.
- Assist with grant applications or fundraising efforts related to events.
- Producing parish events literature.
- Coordinate volunteer teams and ensure events run smoothly and safely.

Ad hoc duties and projects

- Carry out ad hoc reasonable duties as requested by your line manager.

Professionalism & Values

- Uphold and promote the ethos and values of the Catholic Church.
- Work collaboratively with clergy, employees, and volunteers to support the parish mission.
- Foster a welcoming and professional parish environment for all.
- Maintain confidentiality and discretion in all aspects of the role.

Experience & Skills Required

Competence, expertise & Knowledge e.g.

Essential:

Experience in Web Development (e.g., WordPress, HTML/CSS, Java Script), Graphic Design, Multimedia Design, Marketing, Communications, or a related field.

Technical Skills:

- Proficiency in Website Management Systems (e.g., WordPress, Joomla, Wix) with experience in website development and maintenance.
- Familiarity website analytics (e.g., Google Analytics).
- Experience managing website hosting, domain registration, and security compliance.

Creative & Design Skills:

- Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or alternatives like Canva.
- Ability to create visually engaging social media graphics, posters, brochures, and digital content.
- Understanding of branding principles to ensure consistent messaging across all parish materials.
- Experience with video editing tools (e.g., Adobe Premiere Pro, Final Cut Pro) for creating promotional or liturgical content (optional but desirable).

Communication & Content Creation:

- Proven experience in communications, event management, or a related field.
- First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.
- Proficiency in Microsoft Office and social media platforms (e.g. Facebook, Instagram).
- Ability to conduct risk assessments and ensure compliance with safeguarding policies.
- Understanding of Data Protection legislation.
- Excellent interpersonal skills and confidence in dealing with people at every level.
- Excellent communication skills both written and verbal.
- Able to effectively manage a high-volume workload.
- Ability to work effectively as part of a team.
- Excellent problem-solving skills.
- Able to work on your own initiative, organising and prioritising your own workload to

Applicant Briefing Pack – **Communications and Events Coordinator**

set deadlines.

- An ability to maintain a high degree of confidentiality and trust.
- Good time keeping.
- Positive and flexible approach to work.
- Right to work in the UK, CDP does not sponsor work visas.

Desirable:

- Experience working within a parish, church, or charitable organisation.
- Familiarity with hall hire management and event planning software.
- Knowledge of safeguarding practices and volunteer management.
- Understanding of values, teachings and Catholic traditions.
- Knowledge of safeguarding and data protection (e.g., GDPR compliance for website forms and data collection).



Salary, Benefits & Location

This is a new fixed term position to be reviewed after 18 months. The role is part-time working 15 hours per week (days and times to be discussed at interview).

Salary: £9,377.12 per annum.

Based at St. Swithun Wells Parish Office,
53 Leigh Road, Eastleigh, Hampshire, SO50 9DF.

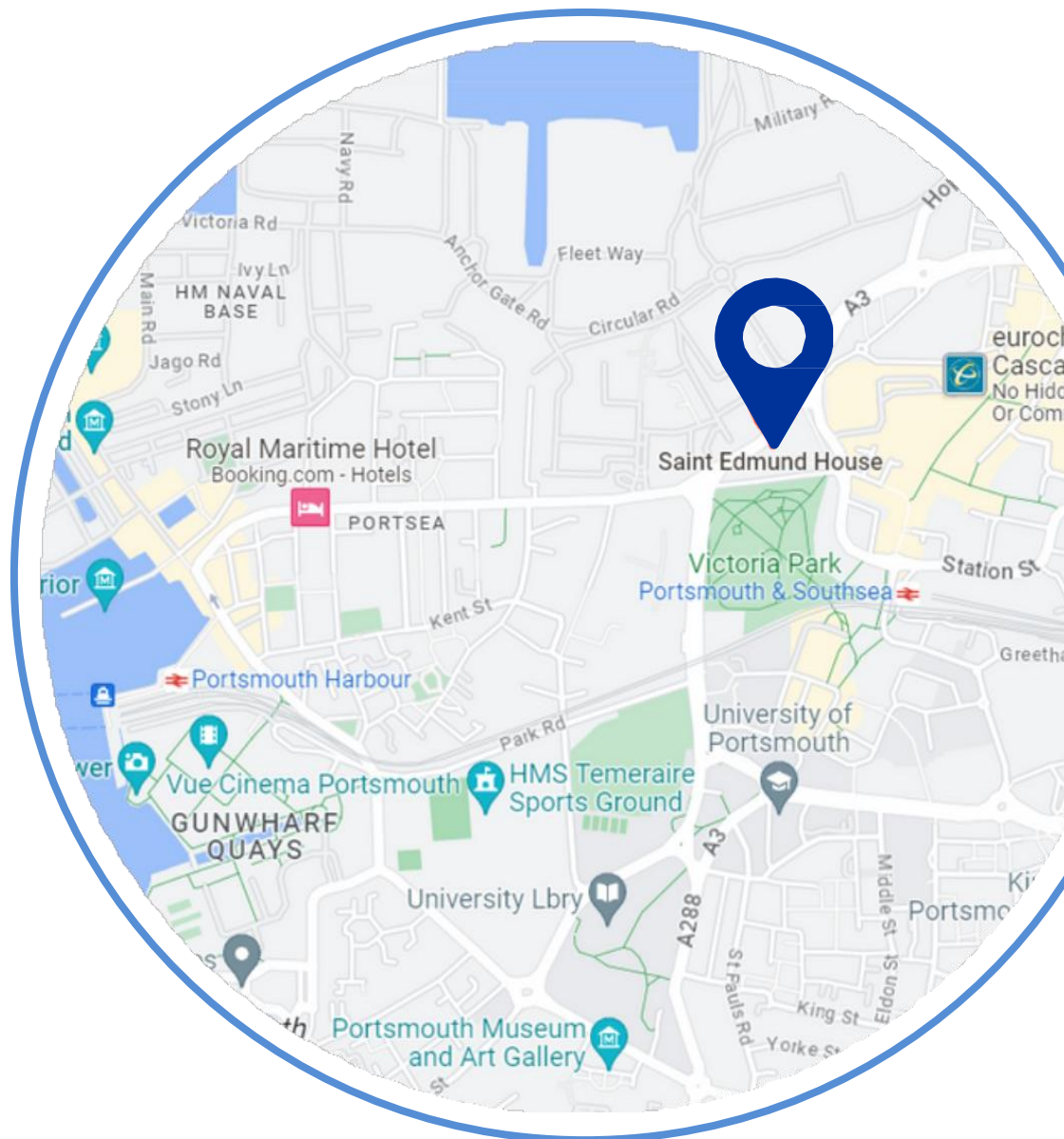
25 days holiday plus bank holidays

Life Assurance with Unum

Contributory pension scheme with Scottish Widows

CDP Head Office

St Edmund House,
Bishop Crispian Way,
Portsmouth,
Hampshire,
PO1 3QA



Applicant Information

Please see the Diocesan website www.portsmouthdiocese.org.uk or St. Swithun Wells Parish website www.stswithunwellsparish.org.uk for more details about this role.

For an informal discussion regarding this new position, please email St. Swithun Wells Parish at accounts@stswithunwellsparish.org.uk or call St. Swithun Wells Parish office Tel: 02380 273882.

Please submit your CV and Cover Letter outlining your relevant experience and explaining your interest in this position, and send to recruitment@portsmouthdiocese.org.uk

Closing Date is 12 Noon on Monday 10 March 2025.

Interview Information

You will be notified as soon as possible, should we wish to progress your application by inviting you to an interview.

Interviews will be held on Tuesday 18 March 2025 at St. Swithun Wells Parish Office, 53 Leigh Road, Eastleigh, Hampshire, SO50 9DF.

Appointment

Any offer of employment to work for the Catholic Diocese of Portsmouth is conditional upon receipt of satisfactory references and completion of pre-employment checks.

Please note you must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.