

# Communications Officer (Graphic Design & Media)

## APPLICANT BRIEFING PACK

June 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 Leo XIV.

### 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.

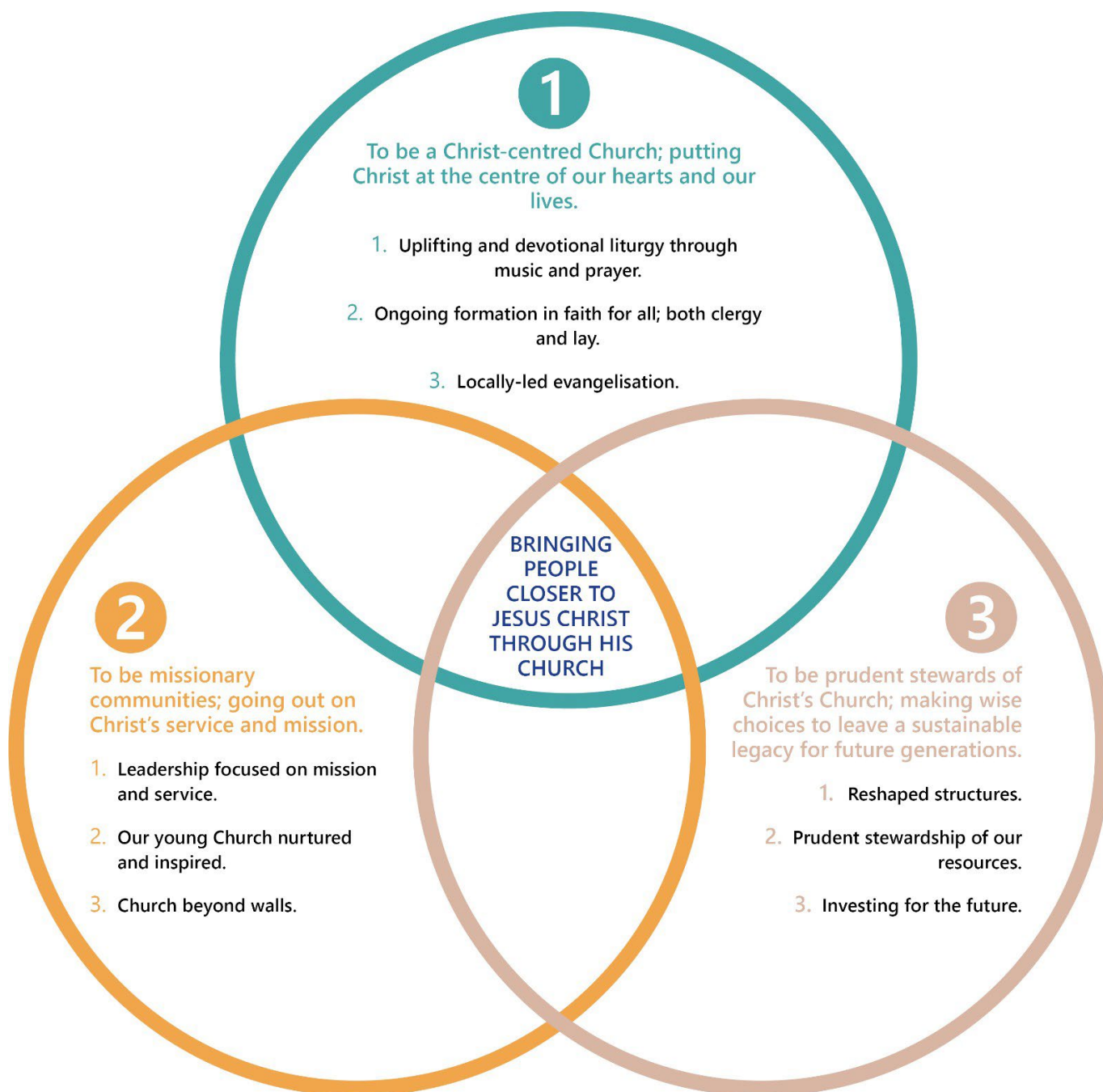
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

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 Diocesan Communications Officer (Graphic Design & Media) is a key member of a small and collaborative Communications team, responsible for strengthening internal communications and creative engagement across the Diocese.

Working closely with the Communications Manager and the Diocesan Webmaster, the postholder will develop high-quality content and materials that reflect the mission and identity of the Catholic Church, support parish and diocesan initiatives, and ensure consistent branding and messaging.

The postholder will create both digital and print/physical collateral which will include e-newsletters, social media posts, videos, web pages, press releases, newsletters, campaign materials, and flyers. Your work will contribute towards the direct raising of awareness and support for the Catholic Diocese of Portsmouth.

This role suits a highly organised and imaginative individual with excellent graphic design and writing skills who enjoys working as part of a team and can contribute across a wide range of communication and creative tasks.

## Team Structure

You will work as part of a small, collaborative Communications team reporting to the Communications Manager.

You will work closely with the Diocesan Webmaster and other central teams across departments.

The postholder must be comfortable working in a team-oriented environment supporting shared goals

## Key Responsibilities

### Internal Communications

- Coordinate and deliver clear and engaging internal communications for clergy, parish teams, and diocesan departments.
- Draft and distribute regular digital updates and notices to promote diocesan policies, resources, and mission priorities.
- Ensure internal messaging aligns with diocesan values, tone, and Catholic identity.

### Graphic Design and Creative Content

- Design and produce visually impactful print and digital materials to support fundraising and information campaigns, publicity resources, social media graphics, and a wide range of liturgical material.

- Maintain and apply the diocesan brand across all platforms and resources.
- Create content that visually communicates the work and mission of the Diocese in engaging and accessible ways.

### **Web and Digital Support**

- Assist the Webmaster in supporting diocesan and parish web pages, ensuring information is accurate, timely, and aligned with diocesan standards.
- Provide support and guidance to parishes using diocesan-hosted web platforms.
- Contribute to maintaining and updating the diocesan website and ensuring accessibility and compliance with relevant policies.
- Creating engaging content for the new website and intranet.

### **Publications and Reports**

- Project manage the production of key diocesan publications such as the Annual Report, coordinating contributions and designing the final output.
- Ensure consistency of tone, style, and presentation across publications.

### **Event Support**

- Provide communications and creative support for diocesan events and campaigns, including visual materials, photography, digital content, and promotional tools.
- Attend and document key events as needed to support post-event communications and archival material.

### **Visual and Multimedia Content**

- Capture or commission photography (still and video) to support communications, particularly for major events, campaigns, and publications.
- Maintain and curate a diocesan photo and asset library.

## **Additional Information**

- Occasional evening or weekend working may be required to support major events or publications.
- The postholder must be sympathetic to the mission of the Catholic Church and its teachings.

## Communications Officer (Graphic Design & Media) – Person Specification

Competence, Expertise and Knowledge:	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• <b>Degree or equivalent qualification</b> in one of the following: <ul style="list-style-type: none"> <li>• Graphic Design</li> <li>• Communications or Media Studies</li> <li>• Digital Media</li> <li>• Marketing or Public Relations</li> <li>• Journalism</li> <li>• Visual Communication</li> <li>• Professional certification or training in: <ul style="list-style-type: none"> <li>• Adobe Creative Suite (e.g. through Adobe Certified Professional courses)</li> <li>• Content Management Systems (e.g. WordPress)</li> </ul> </li> </ul> </li> <li>• <b>Proficient in Microsoft Office</b>, including <b>Word, Excel, PowerPoint</b>, and <b>Outlook</b>, with the ability to create, edit, and format documents, presentations, and spreadsheets to a high standard.</li> <li>• Confident using <b>cloud-based collaboration tools</b> such as Microsoft Teams, SharePoint, or Google Workspace.</li> <li>• Comfortable navigating and updating <b>web-based platforms</b> and content management systems (CMS), e.g., WordPress.</li> <li>• Strong <b>file management and digital organisation</b> skills.</li> <li>• Ability to learn and use new digital tools and software with minimal support.</li> <li>• Photography and image editing</li> <li>• Experience in developing a strong creative portfolio with evidence of graphic design and layout skills</li> <li>• Excellent writing, editing and proofreading skills</li> <li>• Highly organised, able to prioritise and meet deadlines</li> <li>• Strong project coordination skills with attention to detail</li> <li>• A flexible and proactive approach to work, including occasional out-of-hours support</li> <li>• Effective team worker with a collaborative mindset</li> <li>• Sympathetic to the teachings and values of the Catholic Church</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Membership of the Chartered Society of Designers or other relevant professional body</li> <li>• Experience using <b>email marketing platforms</b> (e.g., Mailchimp) and <b>design tools</b> (e.g., Canva, Adobe Creative Cloud)</li> <li>• Photography and/or video editing skills</li> <li>• To have worked in a charity or third sector organisation</li> <li>• Understanding of parish life and diocesan structures</li> <li>• Experience supporting volunteers</li> <li>• Understanding of Church communications and branding</li> <li>• Understanding of the application of GDPR to the storage and use of participant information and data privacy</li> </ul>



## Salary, Benefits & Location

Salary: £30,000 - £32,000 depending on experience

Contract: Full Time, Permanent

Hours: 37.5 hours per week office based (part-time working will be considered)

Location: This role is based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

Reports to: Communications Manager

Direct Reports: 0

Travel Requirement: Occasional travel across the Diocese including the Channel Islands

Occasional evenings or weekend working may be required, to support major events or publications.

Essential Requirement: Full clean driving licence and access to own transport.

## Benefits

25 days holiday plus bank holidays

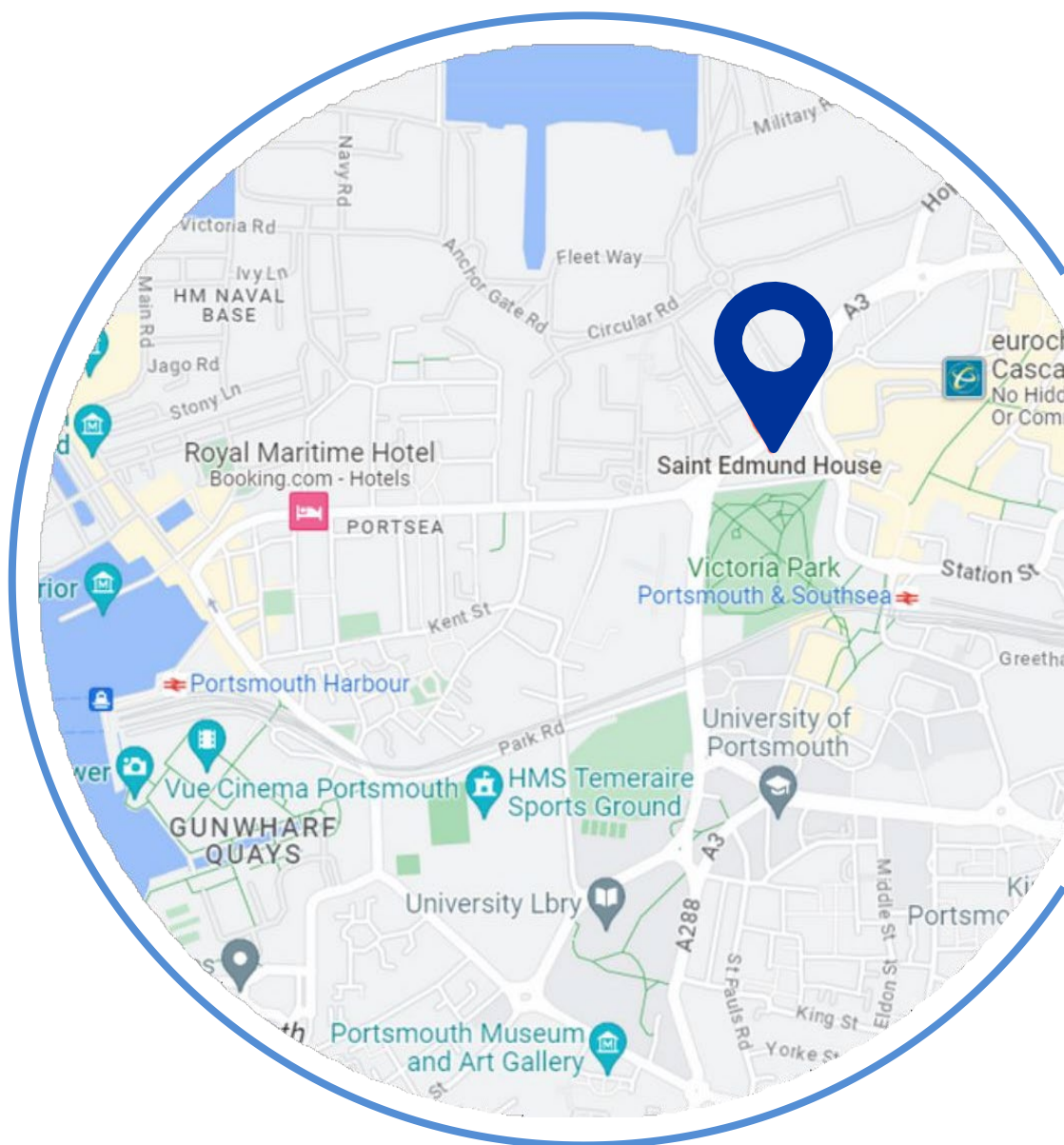
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

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



## How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'Communications Officer' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Sunday 10<sup>th</sup> August 2025 at 10pm.

## Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

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

