

Job Description:

Diocesan Communications Officer (Graphic Design & Media)

Location: Diocesan Offices, St Edmunds House Portsmouth – with occasional travel across the Diocese

Reports to: Communications Manager

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

Contract: Full-time, Permanent

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

Purpose of the Role

The Diocesan Communications Officer 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.

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.

Person Specification

Essential:

Degree or equivalent qualification in one of the following:

Graphic Design

Communications or Media Studies

Digital Media

Marketing or Public Relations

Journalism

Visual Communication

Professional certification or training in:

Adobe Creative Suite (e.g. through Adobe Certified Professional courses)

Content Management Systems (e.g. WordPress)

Proficient in Microsoft Office, including **Word**, **Excel**, **PowerPoint**, and **Outlook**, with the ability to create, edit, and format documents, presentations, and spreadsheets to a high standard.

Confident using **cloud-based collaboration tools** such as Microsoft Teams, SharePoint, or Google Workspace.

Comfortable navigating and updating **web-based platforms** and content management systems (CMS), e.g., WordPress.

Strong **file management and digital organisation** skills.

Ability to learn and use new digital tools and software with minimal support.

Photography and image editing

Experience in developing a strong creative portfolio with evidence of graphic design and layout skills

Excellent writing, editing and proofreading skills

Highly organised, able to prioritise and meet deadlines

Strong project coordination skills with attention to detail

A flexible and proactive approach to work, including occasional out-of-hours support

Effective team worker with a collaborative mindset

Sympathetic to the teachings and values of the Catholic Church

Desirable:

Membership of the Chartered Society of Designers or other relevant professional body

Experience using **email marketing platforms** (e.g., Mailchimp) and **design tools** (e.g., Canva, Adobe Creative Cloud)

Photography and/or video editing skills

To have worked in a charity or third sector organisation

Understanding of parish life and diocesan structures

Experience supporting volunteers

Understanding of Church communications and branding

Understanding of the application of GDPR to the storage and use of participant information and data privacy

Team and 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

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.