

**DIOCESE OF PORTSMOUTH STANDARD JOB DESCRIPTION - EFFECTIVE
SEPTEMBER 2025**



Job Title	Communications & Events Coordinator
Parish/Department	St Swithun Wells Parish
Reports To	Parish Priest :Fr Raffaele Cossa
Number of Reports	None
Hours of Work	15 hr per week (based in Eastleigh Parish Office)
Contract Type	Initial fixed term 18 month.
Place of Work	Holy Cross Office, Leigh Road, Eastleigh, SO50 9DF
Travel Requirements	Occasional travel may be required for diocesan or parish training events.

Overall, Job 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 Parish Communication 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

Main Responsibilities

Communications

- Implement a parish communications plan.
- Manage all parish communication channels, including:
 - Parish website
 - Set-up and manage new social media platforms for the parish
- 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.

Events Management

- Plan, organise, and manage parish events as agreed with the parish priest, for example Community gatherings, educational workshops, retreats, and sacramental preparation sessions.
- 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
- Conduct risk assessments for all events to ensure the safety of participants.
- Coordinate volunteer teams and ensure events run smoothly and safely.
- Work with clergy , employees and ministry leaders to integrate faith into all events.

Ad hoc duties and projects

- Carry out ad hoc reasonable duties as requested by your line manager such as booking meetings for the parish priest.

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.

Person Specification**Competence, expertise & Knowledge****Essential:****Technical Skills:**

- Proficiency in Website Management Systems (e.g., WordPress, Joomla, Wix) with experience in website development and maintenance.
- Strong knowledge of HTML, CSS, and basic understanding of JavaScript or other web languages.
- 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 the confidence to deal 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 own initiative, organising and prioritising own workload to set deadlines.
- An ability to maintain 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 organization.
- Familiarity with 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).

Date of Completion of Job Description (month and year)	14th September 2025
Name & Role of Job Description Content Creator	Fr Raffaele Cossa Parish Priest