



THE CHURCH  
OF ENGLAND

# Diocese of Coventry

## Director of Communications and Engagement



**35 hours per week with occasional evening and weekend  
working required**

**£48,670.00 per annum plus Life Assurance and 8.5%  
Employer Pension Contributions**

The Diocese of Coventry is seeking to appoint a Director of Communications and Engagement to lead on the development and implementation of a Communications and Engagement strategy which enables the Diocese to fulfil our mission purpose of: worshipping God, making new disciples, and transforming communities and achieve our vision of Restored health, new growth and renewed relationships.

This post reports to the Diocesan Secretary and is based in the Coventry Office.

The main responsibilities are:

- Develop and implement a Communications and Engagement strategy
- Plan and build internal and external content for various communications platforms, social media and manage the content strategy and development of an organisation-wide editorial calendar
- Create brand guidelines and oversee their implementation
- Manage all press relations, statements and announcements for the Diocese
- Act as spokesperson for the diocese and Bishops when required, and advise the Bishop of Coventry on episcopal relations with the media and communications with the diocese
- Advise and support senior staff, clergy and parish officers on all aspects of their communications.

The successful applicant will have experience of:

- Experience in a similar role, within a complex organisational structure
- Building strong relationships and leading communications
- Developing a communications and engagement strategy
- Crisis and media communications management
- Developing digital and social media platforms to fit with missional purpose and vision
- Understanding of the Church of England parochial system and the wider organisation of the diocese.

The Diocese of Coventry is committed to creating and sustaining a diverse and inclusive workforce which represents all aspects of the communities we are part of and welcomes all applications. As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

Successful candidates will undertake mandatory Equality and Diversity training during their employment with us.

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact Graeme Pringle on 07507 196495.

Closing date for applications: **Wednesday 2<sup>nd</sup> November 2022**

Interviews will take place on **22<sup>nd</sup> November 2022**, with a formal interview, followed by an informal meeting with the Leadership team at the Diocesan Offices, then a further meeting with the Bishop of Coventry at Bishop's House in Coventry. **You will need to be available to interview for the full day on 22<sup>nd</sup> November 2022.**

Please send completed applications to:

Email: Simone Smith [Simone.Smith@Coventry.Anglican.org](mailto:Simone.Smith@Coventry.Anglican.org)

or

Post: Simone Smith, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.

