



**PRESBYTERY OF CLYDE
THE CHURCH OF SCOTLAND**

Communications Officer

Salary £27,443 pro rata, per annum

Hours 9.375 per week (0.25 FTE)

The Presbytery of Clyde have an exciting and varied opportunity for a someone with a communications/public relations background who is able to engage with internal and external audiences to support in communicating the Church's life and work within the Presbytery of Clyde.

As a self-starter you will use your enthusiasm and strong communication skills to identify and secure copy, generate good news stories, share information and liaise with journalists for media coverage, to support the mission of the Presbytery of Clyde.

This role is part time working 0.25 FTE (9.375 hours per week). The role is based within the Presbytery of Clyde Office with home working available and a requirement to travel throughout the Presbytery.

For more information on the Presbytery of Clyde, please see clydepresbytery.org/

Closing Date: 12 noon on Tuesday, 09 April 2024

Full details on how to apply can be found at the end of the job description



PRESBYTERY OF CLYDE OF THE CHURCH OF SCOTLAND
JOB DESCRIPTION

Title of Post:	Communications Officer
Responsible to:	The Presbytery Clerk of Clyde
Hours:	0.25 FTE (9.375 hours per week)
Date:	March 2024
Main Purpose of post:	To engage with internal and external audiences to support in communicating the life and work of the presbytery.

MAIN DUTIES

- Website: To develop the Presbytery website which will include the sourcing of a new company to build and host the site.
- Public Relations: Using a variety of mediums, generate 'good news stories' and other editorial copy to support the mission of the Presbytery of Clyde, liaising with journalists to get media coverage.
- Working across the Presbytery, identify opportunities to use photography and video to capture 'stories, generate curiosity and interest and give information' using a more visual approach and seeking appropriate consent to do so.
- Identify when events or issues/crisis situations arise locally that may damage the church reputation and generate negative media coverage. Alert the Church Communications Department of these situations so they can formulate a response and act as a liaison point on these matters.
- Take responsibility for Hybrid meetings of the Presbytery ensuring that the kit is available and in place.

KEY RESPONSIBILITIES

- Social Media/Digital: Ensure the Presbytery website is maintained and regularly updated with new material.
- Use Google alerts, social media and other communications channels to inform key stakeholders of emerging stories and announcements of general interest.
- Build a network of communication and media contacts at a local level.
- Professional Development: Through continuous professional development, maintain an awareness of trends in the Communications sector and ensure the Presbytery is able to benefit from, where appropriate, developments in communications technology.
- commitment here to build a positive working relationship with the Church Communications Department and share news and communications activities with them as appropriate

Additional Duties

- To communicate to the Presbytery, information, and vision for the work at least half yearly.
- To contribute fully to the appraisal process.
- Undertake such other duties as may be required from time to time by the Presbytery Clerk.

Person Specification:

	Essential	Desirable
Skills, abilities and knowledge		
Proven experience of working within a communications/public relations environment.	✓	
Knowledge and understanding of Church of Scotland structures (particularly at congregational and Presbytery levels) and experience of local congregational life		✓
The ability to write and edit clear and interesting press releases, news stories and features.	✓	
Experience in handling media crises/crisis Communication		✓
Experience and expertise in the use of IT applications at work, specifically social media and electronic communication	✓	
Sound organisational skills with ability to prioritise and be flexible as required.	✓	
Full driving licence with access to a private vehicle	✓	
Personal Qualities		
An understanding and interest in the work of the Church of Scotland at a local level with a sympathy to its ethos	✓	
Ability to communicate effectively with others using highly developed interpersonal skills.	✓	
Openness to and able to evidence different ways of working and trying new initiatives.	✓	
Self-motivated, positive and enthusiastic with ability to enthuse and encourage others.	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working.	✓	
Educational requirements		
Qualified to degree/SCQF level 9, or similar, or accredited training in communications/PR/Marketing or similar, or can demonstrate significant, relevant and recent experience in this area.		✓ ✓
On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training		

Terms and Conditions:

- The full time salary for the role is £27,443 and actual salary will be pro rata to 0.25 FTE - £6,860.75 per annum.
- Normal hours of work will be 9.375 per week. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day but will equate to 37.5 per month.
- The post is based at Clyde Presbytery Office with home working available and a requirement to travel throughout the Presbytery.
- There are 5 weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 statutory holidays. Entitlement increases after 5 years' service to 6 weeks (225 hours pro rata) annual paid leave
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage and allowance will be paid by the Employer.
- Computer equipment will be provided.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

How to Apply

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by 5pm on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Applications without a CV and personal statement will not be taken forward in the process. Each document should be a maximum of two sides of A4.

Informal enquiries: can be made to Rev Robbie, Presbytery Clerk of Clyde
rhamilton@churchofscotland.org.uk or 01505-801166

Closing Date: 12noon on Tuesday, 09 April 2024.