



# COMMUNICATIONS MANAGER

**Location:** St Edmund House, Portsmouth some flexible working considered.

**Hours:** Full-time, Monday to Friday (with occasional out-of-hours work required)

**Salary:** £45-£50k depending on experience

Are you a **highly motivated and dedicated** Communications professional looking for a role where your skills can make a real difference? The Catholic Diocese of Portsmouth is seeking a **Communications Manager** to lead its communications function and ensure effective, engaging, and mission-focused messaging across our Diocese.

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## About the Diocese:

The Catholic Diocese of Portsmouth comprises 88 parishes, including the Channel Islands, Rooted in the teachings of the Roman Catholic Faith, our mission is to bring people closer to Jesus Christ through His Church and to highlight the inspiring work of our parish communities in sharing the Gospel and building God's Kingdom. We have recently launched our Ten-Year Mission Plan **You Will be My Witnesses** which will shape the diocese over the next decade.

## The Role:



As Communications Manager, you will report to the Diocesan Chief Operating Officer.

- Act as a trusted adviser to the Bishop, the Chief Operating Officer and senior leadership.
  - Lead and manage a small, dedicated communications team.
  - Develop and deliver comprehensive communication strategies to support the Diocese's vision and objectives.
  - Oversee the Diocese's media relations, including proactive engagement with journalists and responding to press inquiries.
  - Produce high-quality written and visual content, including newsletters, social media posts, and annual reports.
  - Manage and enhance the Diocese's digital presence, including website and intranet development.
  - Support key diocesan campaigns and initiatives to increase engagement and giving.
  - Represent the Diocese at events, with occasional travel and out-of-hours availability required.
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## About You:

You are:

- Highly Motivated and Committed with a passion for your work, you are hardworking and driven to achieve excellence.
  - Experienced with a strong track record in communications, journalism, or public relations, you have a history of delivering results in a busy complex organisation.
  - As a skilled communicator your writing and presentation skills are excellent, and you know how to craft messages that resonate.
  - You build trust quickly, are highly adaptable, and thrive as a strong team player.
  - You can work independently, meet deadlines, and manage competing priorities effectively.
  - You understand the values, ethos, and practices of the Roman Catholic faith and are committed to upholding them in your work.
  - You can handle challenges with grace and flexibility in a busy environment.
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## Requirements:

- Significant experience and a degree level equivalent qualification in communications, journalism, or a related field.
- In depth knowledge of the Roman Catholic Church and its ethos.
- Willingness to travel across the Diocese and occasionally work out of hours.

## What We Offer:

- An important and exciting opportunity to support the mission of the Church, helping to bring people closer to Jesus Christ and highlighting the transformative work of our parish communities.
- A supportive and collaborative working environment.
- Competitive salary based on experience.
- If you are passionate about using your communications expertise to advance the mission of the Catholic Church, we want to hear from you.

Please request a job description at [hr@portsmouthdiocese.org.uk](mailto:hr@portsmouthdiocese.org.uk) or visit our website [Careers - Catholic Diocese of Portsmouth](https://www.portsmouthdiocese.org.uk)

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## How to Apply:

For an informal discussion with the Chief Operating Officer please contact HR at [hr@portsmouthdiocese.org.uk](mailto:hr@portsmouthdiocese.org.uk)

Please send your CV and a covering letter outlining your suitability for the role and motivation for applying by email to: [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) with 'Communications Manager' in the subject line.

**Closing date for applications: 0900 Friday 31<sup>st</sup> January 2025**

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

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[www.portsmouthdiocese.org.uk](https://www.portsmouthdiocese.org.uk)

Bringing people closer to Jesus Christ through His Church

Registration number: England Registered Charity No. 1199568, Jersey Registered Charity No. 457 and Guernsey Registered Charity No. CH263