



Job Description

Job title	Communications Manager
Reporting to	Head of Communications
Staff responsibility	Senior Communications Officer, Internal Communications Specialist
Location	Swindon and London (with some flexibility to work from home)
What we do	
Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for themselves.	
Summary of role	
This is an exciting opportunity to help shape Bible Society's public profile at a significant moment in our journey. Reporting to the Head of Communications, the Communications Manager will play a key role in telling the story of the Bible in contemporary culture, leading proactive media engagement and supporting public-facing campaigns that inspire confidence in Scripture and strengthen trust in Bible Society. The postholder will help Bible Society speak up for God's word by developing creative public engagement initiatives, telling compelling stories, securing media coverage, supporting spokesperson activity and helping position Bible Society as a trusted, thoughtful and confident voice in conversations about faith, culture and Scripture. This role combines excellent media relations skills with creative campaign thinking and leadership. The successful candidate will be passionate about storytelling and campaigns, confident building relationships with the media and other stakeholders, and motivated by the opportunity to help more people engage with the Bible. They will also have experience of internal communications and managing direct line reports.	
Main responsibilities	
Media relations • Develop and maintain strong relationships with journalists, broadcasters, podcast producers and Christian media • Maintain and build a database of media contacts in Christian and mainstream outlets • Identify and secure proactive coverage opportunities in Christian, mainstream and specialist media	

- Draft press releases, media briefings, opinion pieces, statements and spokesperson materials
- Support with crisis communications
- Respond to media enquiries quickly, professionally and effectively
- Monitor media coverage and provide regular reporting, evaluation and insights
- Identify opportunities to contribute Bible Society's voice to current news and cultural conversations

Campaigns and public engagement

- Support the planning and delivery of integrated communications and PR campaigns across Bible Society
- Play a significant role in communications activity relating to our research programme and wider communication strategy
- Develop creative campaign ideas that connect the Bible with contemporary issues and audiences
- Co-ordinate campaign activity across media, digital and social channels
- Support campaign measurement and evaluation, recommending ways to enhance impact and reach

Reputation and trust

- Help strengthen Bible Society's reputation as a trusted and credible organisation
- Contribute to communications activity designed to increase understanding of Bible Society's mission and work
- Help ensure that communications consistently reinforce Bible Society's commitment to biblical confidence, thoughtful engagement and public trust
- Support the Head of Communications in managing reputational issues and crisis communications
- Monitor the Society's public image and contribute to the maintenance of a risk register

Content and storytelling

- Identify and develop compelling stories from across Bible Society's work in the UK and internationally
- Produce engaging content for websites, media, publications, speeches and presentations
- Work with colleagues to translate research findings, ministry impact and campaign activity into accessible stories for public audiences
- Support senior leaders with messaging and communications materials

General

- Work collaboratively across Communications, Marketing, Publishing, Research, Fundraising and mission teams
- Contribute to Bible Society's Quality Assurance and editorial processes
- Adhere to organisational policies and standards

- Participate fully in the life of Bible Society through team meetings, staff events and other organisational activities
- Undertake other duties consistent with the level of the role Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society and Theos by attending All Staff Meetings and departmental meetings as required

Who we need

Qualifications

- Journalism or communications qualification (desirable)
- CIPR accreditation (desirable)

Knowledge and skills

- Good understanding of the Bible and familiarity with the Church in England and Wales
- Substantial understanding of media, including social media and internal communications
- Managing direct line reports
- First class writing skills
- Ability to identify opportunities to bring Bible-based contributions to a wide audience

Experience

- Significant experience in a journalism or communications role
- Track record of successful campaign work
- Track record of media relationship building and stakeholder management
- Experience of internal communications, managing change and using internal communications channels to create a culture of clarity and openness
- Experience of deputising for Head of Communications
- Experience of writing and delivering communications and campaign strategies that deliver impact
- Building effective campaigns based on data and insight

Personal attributes

- A team player with an excellent work ethic
- Able to produce high-quality material rapidly and accurately
- Imaginative and proactive, alert to opportunities
- Creative and able to deliver results in a fast-paced, complex organisation
- Proven people person who can manage a team effectively and build good relationships with all stakeholders

- Sees the bigger picture and aligns campaigns with business goals
- Anticipates trends, risks, and opportunities
- Makes informed decisions based on data and insight
- Measures return on investment and campaign impact and takes ownership of campaign outcomes
- Sets clear objectives and measures success
- Continuously seeks improvement and greater impact

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God.

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image.

Bold – we're willing to work hard and face hard questions, because we trust each other.

Skilful – we study, learn and practise, making the effort to serve others with our best.

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together.

Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

Character for leadership – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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