



Communication and Engagement Officer **St Marylebone Parish Church, London, NW 1 5LT**

Location: St Marylebone Parish Church, London

Contract: 12 months Fixed Term. Part Time: 3 days per week

Salary: £21,000 to £23,400 per annum (pro rata for a three-day week), dependent on experience.
Full-time equivalent salary: £35,000 to £39,000 per annum.

Reporting to: Head of Finance & Operations

About St Marylebone Parish Church

St Marylebone Parish Church is a thriving Anglican church in the heart of London, welcoming worshippers, visitors, residents, businesses, and community groups. Alongside its programme of worship, music, education, pastoral care, and community outreach, the Parish Church seeks to communicate its mission, engage with diverse audiences, and strengthen its presence within the local community and beyond.

Purpose of the Role

The Communications & Engagement Officer will lead the day-to-day communications and engagement activities of St Marylebone Parish Church, helping to promote the Parish Church's mission, worship, events, music programme, community outreach, and charitable activities through effective digital, printed and in-person communications. The postholder will also provide cover for key parish administration functions during periods of annual leave and staff absence, helping to ensure the smooth running of the Parish Church's operations and visitor experience. The role requires a creative and organised individual who can build engagement with congregation members, visitors, residents, supporters, volunteers, partners, and the wider community.

Key Responsibilities

Communications

- Develop and deliver a communications plan to support the Parish Church's mission and priorities.
- Create engaging content for the Parish Church website, newsletters, social media channels, and printed publications.
- Manage and regularly update the Parish Church website.
- Produce and schedule content across digital channels.

- Draft news stories, articles, announcements, and promotional materials.
- Ensure all communications reflect the values, identity, and voice of St Marylebone Parish Church.
- Maintain a library of photographs, video content, and marketing materials.

Community Engagement

- Support initiatives that strengthen engagement with the congregation and wider community.
- Promote church services, special events, festivals, concerts, lectures, and outreach activities.
- Develop relationships with local organisations, schools, businesses, community groups, and stakeholders.
- Help coordinate volunteer communications and engagement activities.
- Gather feedback from members of the congregation and visitors to improve engagement.

Events and Marketing

- Promote Parish Church events through digital and traditional communication channels.
- Create marketing campaigns to maximise attendance and participation.
- Support the planning and delivery of community and fundraising events.
- Coordinate event communications before, during, and after events.

Media and Public Relations

- Act as a first point of contact for media enquiries.
- Draft press releases and communications materials.
- Identify opportunities to raise the profile of the Parish Church and its activities.
- Develop relationships with local media and community publications.

Internal Communications

- Produce regular parish newsletters and congregational updates.
- Support communications between clergy, staff, volunteers, and church members.
- Ensure key information is communicated clearly and consistently across all audiences.

Fundraising and Development Support

- Support communications relating to fundraising campaigns, appeals, stewardship programmes, and grant-funded projects.
- Produce donor communications and impact stories where appropriate.
- Assist in promoting charitable and community initiatives.

The postholder will also provide cover for key parish administration functions during periods of annual leave and staff absence which will include the following:

- Act as a first point of contact for parish enquiries, welcoming visitors and responding to telephone and email enquiries in a professional and pastoral manner.
- Support the administration of baptisms, weddings, funerals, and other occasional offices as required.
- Assist with maintaining parish records, registers, databases, and administrative systems.
- Assist with the preparation and distribution of parish communications, service materials, notices, and correspondence.
- Provide administrative support for clergy, staff, and volunteers during periods of annual leave or other absences.
- Ensure continuity of front-office operations and parish administration services as required.

Person Specification

Essential

- Experience in communications, marketing, public relations, community engagement, or a related field.
- Excellent written and verbal communication skills.
- Experience producing content for websites, newsletters, and social media platforms.
- Strong organisational and project management skills.
- Ability to manage multiple priorities and deadlines.
- Good working knowledge of Microsoft 365 applications.
- Strong interpersonal skills and ability to engage with a wide range of people.
- A commitment to supporting the mission and values of St Marylebone Parish Church.
- On occasions prepared to work weekends and evenings if required. Time off in lieu (TOIL) will be provided for approved additional hours worked outside normal working hours.
- Eligible to work in the UK.
- A satisfactory Enhanced DBS check is required for this role and will be obtained following appointment.

Desirable

- Experience working within a church, charity, cultural, heritage, or community organisation.
- Experience managing websites using a content management system.
- Knowledge of email marketing platforms.
- Experience of photography, video, or digital content creation.
- Understanding of Anglican church life and the role of the Parish Church in the community.
- Experience of office administration, reception, customer service, or charity/church administration.
- Ability to manage confidential information with discretion and professionalism.

Personal Attributes

The successful candidate will be:

- Enthusiastic and creative.
- Warm, welcoming, and relationship focused.
- Self-motivated and proactive.
- Flexible and adaptable.
- Comfortable working both independently and as part of a team.
- Passionate about community engagement and effective communication.

Benefits

- 26 days annual leave (FTE - pro rata for part-time) plus a Wellness Day and bank holidays.
 - Non-contributory pension scheme with an 8% employer contribution.
 - Opportunities for professional development.
 - A unique opportunity to contribute to the ministry and community impact of one of London's most historic parish churches.
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Applications

- Applicants should enclose a full CV, together with a letter setting out why the applicant feels they are suited to the post and stating what the applicant thinks she/he/they can bring to the role.
- Closing date for Applications is **Thursday 20 August 2026, 23:00**
- Interviews will be held at St Marylebone Parish Church on **Wednesday 26 August 2026**.
- The start date is ASAP.

Applications should be forwarded to:

Pauline Harris

Head of Finance & Operations

hfo@stmarylebone.org