



Job Description

Job title	Communications Officer
Reporting to	Head of Communications
Staff responsibility	None
Key relationships	Social Media and Engagement Lead, Internal Communications Specialist, Senior Communications Officer
Location	Swindon based (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 them.	
Summary of role	
Working closely with the Social Media and Engagement Lead, the Communications Officer is responsible for developing strategy around Bible Society's digital and social media presence and creating and curating compelling content for Bible Society's digital channels, focusing on copy but also graphics where appropriate.	
Main responsibilities	
• Work with the Head of Communications and Social Media and Engagement Lead to develop and implement a digital content strategy across all platforms • Create content aimed at informing and enriching people's Bible experience • Work with members of the Communications and Marketing team to ensure a sustained programme of effective content • Provide advice and support to other Bible Society teams, including content where appropriate • Create and source content adapted for social media platforms that is aimed at widening and deepening engagement • Maintain a calendar of corporate social media activity in support of our organisational goals • Work alongside the Social Media and Engagement Lead as well as other colleagues to monitor and moderate social media channels, flagging risk and opportunities to deepen engagement	

General

- 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, by attending All Staff Meetings and departmental meetings as required

Who we need

Knowledge, experience and skills

- Good theological awareness and knowledge of the Christian and secular media landscape
- Proofreading and editing
- Able to take a strategic view of Bible Society's requirements regarding engagement
- An understanding of social media and digital content strategy
- Proven ability at using a wide range of social media platforms including Facebook, X, YouTube, Instagram, and LinkedIn
- Proven ability to write outstanding copy to tight deadlines
- Capable of devising captivating short-form content
- Proven skills in communicating within the digital space
- Proven ability to manage multiple priorities within specified timeframes
- Able to repurpose existing print resources in a way which is engaging and compelling in the online space
- Design skills and working knowledge of Adobe Creative Suite are desirable
- Film-editing skills advantageous

Personal attributes

- Excellent at communicating brand messages succinctly to our online audiences
- Creative thinker
- Great attention to detail
- Uses initiative to respond quickly to opportunities linking to corporate and digital objectives
- Works efficiently and executes all output to high standards
- Commitment to making the Bible available and accessible while demonstrating its credibility
- Well organised, able to prioritise workloads and keep calm when under pressure
- Team player who excels at working with others to build long-term, rewarding relationships
- Willing and able to work out-of-hours at events, on occasion

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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Bible Society

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Patron: His Majesty the King