

JOB DESCRIPTION: COMMUNICATIONS OFFICER

The Latin Mass Society (LMS) is a London-based Roman Catholic charity (No. 248388). Founded in 1965, the charity is focused on the Traditional Latin Mass and other sacraments, organising devotional events and training, and maintains an online shop.

Working with the Society's General Manager, Trustees, and local volunteers, the Communications Officer will drive the charity's advertising and promotion -- profile raising, for membership, and for the charity's press releases and events -- creating advertising copy and planning its appearance in print and online, including video presentations, and engage with journalists and influencers across all media platforms for the same purposes, managing the charity's social media accounts.

Attendance at some key events is essential.

Status: Self-employed.

Hours: variable, averaging 10 hours a week.

Salary: £8,320 pa.

It is envisaged that the Communications Officer will work mainly from home.

Key relationships: Chairman, General Manager (line manager), Editor of Mass of Ages, Local Representatives.

Main duties and responsibilities:

- Cultivate relationships with people in the social media and Catholic and secular press (e.g. Catholic Herald, EWTN, bloggers, Catholic journalists, prominent Catholics)
- Put the Chairman and/or leading members of the Society forward for interviews, provide quotations, or compose articles for various media
- Evaluate the success of press and publicity activity to aid future planning.
- Work with volunteer Local Representatives to promote grass roots activities
- Produce newsletters, posters, promotional material and adverts
- Coordinate membership, retail and fundraising campaigns
- Maintain on the Society's website and social media accounts a flow of news, announcements, videos, and developing resources pages

The ideal candidate will demonstrate:

- A good knowledge and understanding of the UK and international Catholic environment and the Traditional Latin Mass
- Knowledge of and experience in offline and on-line media
- Knowledge of graphic design for print and digital content along with basic video editing skills.
- Experience of working under pressure
- Experience of working independently and in a small team
- Excellent and persuasive interpersonal skills
- Creative written communication skills



Application form with CV and covering letter (hard copy or email) to Richard Pickett, General Manager, The Latin Mass Society, 9 Mallow Street, London EC1Y 8RQ or richard@lms.org.uk.

Closing date for applications: 31 March 2025.

Interviews will take place in London in April.