

<b>Job Title</b>	<b>Community Engagement Lead</b>
<b>Reports to</b>	Creative Lead
<b>Team</b>	Children and Youth
<b>Department</b>	Communications and Strategy
<b>Location</b>	Causton Street/Hybrid
<b>Contract type</b>	Fixed-term, part time, 14 hours
<b>Job Grade</b>	G

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<b>Job Purpose</b>	The Community Engagement Lead plays a vital role in increasing the Children & Youth Ministry Support team’s interactions with its stakeholders by curating content, promoting events, and fostering community through social media and online platforms. The postholder will support culture change initiatives, particularly involving children and youth (C&Y), and capture and share their impact of improving engagement.
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<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes schools, chaplaincies, missional communities, and other organisations.
	The LDF is the employment body and the central team that serves and supports the Diocese of London.

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<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Values:</b> <i>Creative, Together, Thriving, Respectful</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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<b>Equality, Diversity, and Inclusion Statement</b>	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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**Job Scope**

Direct and indirect reports	None
Budget responsibilities	None
Revenue responsibilities	None
Key Relationships	<ul style="list-style-type: none"><li>• Creative Lead</li><li>• Children's and Youth Team</li><li>• Key Stakeholders</li><li>• Children's and Youth Volunteers in parishes</li></ul>

**Job Responsibilities****Community Engagement**

- Engage stakeholders through various media channels, identifying potential stories and staying abreast of current trends.
- Develop community interactions to facilitate learning among churches and showcase best practices.
- Foster two-way communication to ensure churches understand available support and resources.
- Utilise appropriate channels, including email, social media, and our online community, Mighty Leaders, for interaction.
- Maintain engagement rhythm with our community of practice using Mighty Leaders.

**Content Creation**

- Develop content to inspire and support church leaders in prioritising Growing Younger initiatives and assist the Creative Lead in producing video, written content and presentation materials as required.
- Capture and share impactful stories from across the diocese, especially those involving the C&Y team's work.
- Collaborate with key projects to shape their narratives and creatively capture their stories.
- Develop and schedule content to promote resources for volunteer skill-building.
- Support the team in capturing the impact of funded projects, ensuring storytelling elements and data use in reporting.
- Contribute ideas to improve our digital content.

**Other duties**

- Support diocesan communications to regularly highlight C&Y
  - Provide creative input for youth-related events and assist in event organization and promotion where feasible.
  - Coordinate promotion schedules across projects and keep content owners informed.
  - Assist in managing online and hybrid events.
  - Analyze and report on community engagement and its impact using analytics software and personal interactions.
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Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<b><i>Education and experience</i></b>		
	Qualification in communications or marketing practices, or equivalent	X	
	Experience managing email lists and social media accounts, including scheduling tools	X	
	Experience using graphic design software		X
	Experience in communications or marketing roles		X
	Experience in running livestreams online or hybrid events		X
	<b><i>Knowledge and skills</i></b>		
	Understanding of communications strategies	X	
Managing real-time / social media platforms		X	
Handling marketing data and analytics software		X	
<b><i>Other requirements</i></b>			
Empathetic to the mission and values of the Church of England	X		
Passionate about youth work	X		

Person Specification – Competencies and Behaviours	
<b>Focus on Self</b>	Shows commitment to working and maintains motivation when tasks become difficult
	Supports a culture of integrity and professionalism and raised concerns accordingly
	Acts consistent with LDF vision, mission and values; respects LDF's Christian/Anglican identity and activities
	Recognizes, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
<b>Focus on Others</b>	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Supports effective partnerships of members in programmes and projects as applicable
	Utilises facts, knowledge and experience to support recommendations; respectfully provides own point of view and works to understand the perspectives of others
<b>Focus on Team</b>	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices
<b>Focus on Service</b>	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Contributes to discussion that informs problem solving and decision making
<b>Focus on Organisation</b>	Actively contributes to improvements and innovations; actively participates in reviews of policies, programs, practices, and services

*Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date