



## Diocese of Westminster

<b>Job Title</b>	Diocesan Directory Editor/Communications Assistant
<b>Department / Parish / Agency</b>	Communications Department
<b>Reporting to</b>	Head of Communications
<b>Cost Centre</b>	252
<b>Location / Address</b>	Vaughan House
<b>Management of</b>	Head of Communications
<b>Contract type</b>	Permanent
<b>Hours of work</b>	35 hours per week
<b>Salary</b>	£28,800 per annum
<b>Job reference number</b>	384-252

### **Job Purpose:**

Compile entries for parishes, schools, chaplaincies, clergy, curia, religious orders, and Catholic societies, ensuring information is kept regularly updated. Compile national information, including but not limited to mandatory collections and cycles of prayer. Compile information for the Liturgical Calendar. You'll need to work with other stakeholders to ensure up-to-date information is received in a timely fashion and entries amended accordingly. Ensure that the information is also updated in the Datacentre, either by making the updates for most parish entries or communicating the relevant updates to others who manage other parts of the Datacentre.

### **Principal duties and responsibilities:**

#### Diocesan Directory Production and Distribution:

- Using InDesign, produce layout and update entries for the Year Book, ensuring full accuracy of entries.
- Manage advertising for the Year Book, arranging to receive artwork in suitable format from advertisers and invoicing them.
- Manage the print process with the selected print provider.
- Manage distribution to parishes, bookshops, and individual orders.
- Maintain a record of expenditures and revenues, and work with Finance to reconcile these to the budget.

#### Catholic Directory:

- Work with producers of the Catholic Directory to update the Westminster and Ethnic Chaplaincies entries.
- Proofread closely the multiple iterations of artwork sent by the publishers of the Catholic Directory and make changes as necessary.

#### Managing other documents:

- Assist with editing and proofreading of the Annual Accounts, checking information against departmental submissions and seeking additional clarification as required.
- Manage production of pilgrimage guides for Lourdes, Holy Land and Walsingham pilgrimages, working with key stakeholders to gather information. Work with designer on layout, sourcing images and proofreading as required. Manage the print process.

#### Digital media:

- Write and post stories on the website, and accompanying social media posts for diocesan channels, about diocesan events.
- Proofread and edit submissions from schools and parishes of stories for the website.
- Create regular posts for social media around feast days and other liturgical days.

- Assist parishes with the use of microsites, providing telephone support and responding to queries as they arise.
  - Assist parishes with other queries, signposting as necessary.
  - Respond to requests for information from media and other individuals who require assistance.
  - Assist in compiling website and social media stats.
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## **Our Diocesan Values**

Catholic teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic teaching are principles and the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at the centre of all we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

### **Competence**

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, speaking the truth in straightforward manner at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continual improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' successes; we will support, provide care and compassion for those who need it, and be relied upon to be competent, reliable and honest.

### **Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Deep understanding of the Catholic Church and diocesan structures	
Excellent written communication skills, including attention to grammar and punctuation	
Very close attention to detail	
Ability to adhere to deadlines	
High degree of perseverance	
Ability to persuade and influence in situations where you may not have authority	
Patience in dealing with different personalities and needs	
<b>Experience</b>	
Experience using design and layout software, such as InDesign	
Experience with managing print process	
Experience using website content management tool, such as WordPress	
<b>Qualifications</b>	
University degree would be an asset	