



# Diocese of Westminster

<b>Job Profile</b>	Events Marketing and Communications Officer
<b>Department / Parish / Agency</b>	Education
<b>Reporting to</b>	Deputy Director of Education (Leadership and Governance)
<b>Cost Centre</b>	306
<b>Location / Address</b>	Vaughan House, 46 Francis Street, London SW1P 1QN
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	35 hours per week (Monday to Friday 9am to 5pm)
<b>Salary</b>	£44,000 per annum
<b>Job Reference</b>	835-306

## **Job Purpose**

The Events, Marketing & Communications Officer will support the planning, promotion, and delivery of professional development events and conferences. The postholder will play a key role in delivering the department's communications, social media, and marketing. The postholder will also be expected to provide support for general department administration as required and may be requested to clerk committees when necessary.

## **Key Responsibilities**

### **1. Event Management**

- Plan, coordinate, and deliver the annual CPD and training programme.
- Liaise with venues, speakers, and schools to ensure smooth delivery.
- Manage onsite logistics and budgets for events and conferences.

### **2. Marketing & Communications**

- Oversee departmental communications, including social media, newsletters, and brochures.
- Provide advice and guidance to schools on marketing and communications.
- Monitor engagement data to inform future strategy

### **3. Financial & Administrative Oversight**

- Manage payments, reconciliations, and financial reporting for events.

### **4. Department Administration and Communications (Shared)**

- Work with the Executive Assistant & Governance Officer to support members of the department's Senior Team to include administrative functions and procedures, newsletters, publicity and announcements.

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## **Our Values**

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

We are person-centered and so we place human dignity at the heart of all that 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

## **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

## **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

## **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

## **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

### **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>Competencies</b>	<b>Essential/ Desirable</b>
<b>Excellent Communication Skills:</b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail	E
<b>Collaborative Teamwork:</b> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Experience in event management, marketing, or communications.	E
Proficiency with Eventbrite, social media scheduling, and digital communications	E
Experience with budgeting and financial reconciliation and fundraising	E
Experience with attracting outside investment, through sponsorship and other means	E
Experience designing or producing professional publications.	D
Understanding of Catholic schools and diocesan structures.	D
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D