



DIOCESE OF **Hexham & Newcastle**

Communications Manager



Candidate Pack

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together within five Deanery areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257.

The Bishop of the Diocese of Hexham and Newcastle is the Right Reverend Stephen Wright.

Diocesan Values
Integrity | Respect | Trust | Service | Compassion

COMMUNICATIONS MANAGER

JOB DESCRIPTION

The Communications Manager will co-ordinate communications across the Diocese, leading on the implementation of the Diocesan Communications Strategy, ensuring clear, consistent, and effective messaging both internally and externally. To achieve this, the Communications Manager will work closely with key personnel, including the Bishop and Trustees.

Duties and Responsibilities

Strategic Communications and Planning

- Own and implement the Diocesan Communications Strategy to ensure alignment with, and support of, the Diocesan Mission
- Work collaboratively with Clergy, Parishes, and Diocesan organisations to establish an effective communication network
- Identify opportunities to promote the Diocese's work, including celebrating achievements and spreading The Good News
- Establish and manage internal communication channels to ensure consistent messaging across Clergy, employees and parish communities
- Develop resources, training and workshops to improve communication effectiveness across the Diocese



- Support Diocesan personnel in delivering clear, engaging, and mission-aligned communication
- Represent the Diocese through membership of the Catholic Bishops' Conference network of communications personnel

Content Creation and Publications

- Oversee the creation and publication of newsletters and articles, that reflect the Diocesan Values and Mission
- Engage and work with graphic designers, photographers, and videographers to produce high-quality multimedia content
- Work with colleagues to ensure all written and visual materials maintain consistent tone and branding
- Develop and maintain internal communication channels, including the intranet, to ensure Diocesan personnel are informed and connected
- Create and enable content for Diocesan social media

Digital and Social Media Management

- Work with Diocesan personnel to ensure standardisation of the Diocesan tone of voice to underpin the Vision and Mission
- Work with colleagues to create a Diocesan plan for social media content to amplify key messages
- Work with the Technology Services Team to maintain day-to-day responsibility for the Diocesan website, including posting articles, ensuring information is current, accurate, and compelling
- Utilise analytics tools to assess digital engagement and in response, refine communication strategies
- Maintain Diocesan Social Media

Event Promotion and Public Engagement

- Work with colleagues to develop and execute promotional strategies for Diocesan events, campaigns, and initiatives
- Collaborate with event coordinators to ensure activities are well-publicised and engaging
- Identify opportunities for public outreach and engagement that align with the Diocesan Mission



PERSONAL SPECIFICATION

Qualifications

Essential

- Educated to degree level or equivalent standard

Experience

Essential

- Minimum of 5 years' experience in communications, public relations or a related field
- Strong track record of building relationships and successful outputs with editors, producers, journalists to further our Mission
- Experience of managing social media platforms and digital content
- Exceptional strategic communication and influencing skills, able to craft and promote high performing campaign ideas and turn those into actionable plans
- Experience in using content management systems and social media management tools
- Experience of working with broadcast, printed and visual media

Desirable

- Experience of supporting change management as well as audience centred campaigns

Skills and Knowledge

Essential

- Excellent organisational and project management skills
- Strong written and verbal communication skills
- Ability to work collaboratively with a diverse group of stakeholders
- Enthusiastic approach to community and volunteer engagement with an ability to motivate
- Creative thinker with a proactive approach to problem-solving
- Knowledge of relevant legislation and regulation such as Copyright and Data Protection

Desirable

- Working knowledge of the Catholic Church or third sector and faith based organisations
- An enthusiasm for sharing the Christian faith and encouraging others to do the same



Other

- A Full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK
- Flexibility to attend meetings and events outside regular working hours
- Knowledge of and commitment to Diocesan safeguarding policies and procedures
- The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

PAY AND CONDITIONS

Salary

£43,816 per annum, and a workplace pension scheme where we match up to 7.5% of your salary. Salaries are reviewed annually.

Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, 37.5 hours per week

Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY, working throughout the Diocese

Benefits

Holidays: 28 days holiday per year plus statutory holidays

Cycle to Work Scheme

Free on-site parking

Employee health and well-being support



Better Health
at Work Award
Silver Award



APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you would bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references. Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Fiona Standfield, Chief Operating Officer by emailing fiona.standfield@diocesehn.org.uk.

Deadline for applications: 12pm on 27 May 2025

OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of the right to work in the UK
- A satisfactory enhanced DBS check

SAFEGUARDING

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder will come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

DATA PROTECTION

We won't hold the information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

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