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**Job Title:** Head of Communications

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**Role Profile:**

**The Lambeth Conference (LC):**

Is a meeting of all the active diocesan bishops whose churches are part of the worldwide Anglican Communion. Each bishop and spouse is personally invited to attend by the Archbishop of Canterbury. Since its inception in 1857 the conference has been held every ten years or so. The next one is due to be held in the summer of 2020. This is a strategically significant event in the history of the Communion which will define the context of the Communion's work during the twenty first century. The conference will thus be a complex international event which will require considerable strategic and detailed planning. The Lambeth Conference is a separate charitable company fully operational in preparation for 2020.

**Role Description:**

To lead the Communications function of the LC ensuring that proactive and reactive communications are in line with the agreed strategy set largely by this role with input from the various stakeholders. These are mainly: The Archbishop of Canterbury and Lambeth Palace; the Secretary General of the Anglican Communion Office (ACO); and their communication teams plus the communications team at Church House. Knowledge and experience will be drawn from above to aid planning and increasingly their support and resources in the execution both prior to and during the event.

**Reporting to:**

As part of the LC team you will report to the CEO of the LC Company.

**Term:**

Fixed term 18 months.

**Key responsibilities - Communications Strategy:**

- To help create a communications strategy for the LC, with clear understanding of target audiences and how best to reach them.
- To have an awareness and increasingly close working relationship with the communications teams within the ACO, Lambeth Palace and Church House developing and sustaining strong relationships.
- In consultation with the above, create professional teams for the conference itself and lead in agreeing and overseeing the team leaders roles with particular emphasis on media relations; press releases and all reporting; internal communications producing regular information for delegates, staff and guests; good use of social media with output across a wide range of channels including live streaming; and providing a good stock of photographs for news etc.

- To develop good relations with other internal and external stakeholders - key business influencers and contacts i.e. the design group (including the spouses sub group); Website Company; film production companies, Anglican Communion News service (ACNS) etc.
- To ensure that the communications strategy is clear, understood and valued by all parties.
- To ensure the delivery of the communications strategy includes proactive public relations initiatives and appropriate responses to media enquiries using traditional and digital media both in the run up to the conference and during.
- As part of the overall planning, produce a separate Communications Event Plan to include strategies with regards to different scenarios as identified on the risk management register.

### **Key responsibilities - Management**

- Maximise the potential for the conference so far as you can influence and contribute
- Manage and work effectively within agreed budgets
- Embrace performance management and contributing to the teams goals and investing in your own development
- Keep up to date with current developments in the Anglican Communion and the broad global Christian community.
- To keep up to date with developments in media technology and approaches, particularly in the area of digital communications.
- Be a key player on the LC team, willing to contribute widely with regard all aspects related to planning and executing such an event by undertaking any other tasks reasonably required.
- Working well with key volunteers, team leaders, speakers etc.
- Play an active part in the worship, prayer times and spiritual retreats that take place both with the LC team and wider ACO
- Have an understanding of and be sympathetic to the life and work of the Anglican Communion
- Be prepared and able to travel on occasion
- Willing and able to travel and to work evenings and weekends as required

**Person Specification:**

	<b>Essential</b>	<b>Desired</b>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Vision &amp; Direction</li> <li>• Planning &amp; Organisation</li> <li>• Communication &amp; influence</li> <li>• Relationship &amp; Partnership Approach</li> <li>• Teambuilding &amp; Team Player</li> <li>• Drive for Results</li> <li>• Problem Solving &amp; Decision Making</li> <li>• Customer &amp; Market Perspective</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Diplomacy</li> <li>• Well developed management skills, capable of maximising the contribution of support staff and individual volunteers</li> <li>• Very strong skills in writing for a variety of audiences</li> <li>• Very strong understanding of digital media</li> <li>• Confident IT skills to be able to communicate effectively in the global arena</li> <li>• Capability to contribute effectively as a leader beyond immediate functional responsibility</li> <li>• Ability to lead effective meetings with internal and external stakeholders</li> <li>• Well organised with attention to detail and ability to lead others to achieve the same standards</li> <li>• Project Management skills</li> <li>• Financially numerate</li> <li>• Creative</li> </ul>	
<b>Knowledge/Experience</b>	<ul style="list-style-type: none"> <li>• Held a senior communications role including across many cultures</li> <li>• Media, press relations</li> <li>• Effective use of numerous communication channels</li> <li>• Experience in managing printed materials to publication</li> <li>• Managing a team</li> <li>• Have an understanding of and be sympathetic to the life and work of the Anglican Communion</li> </ul>	<p>A relevant qualification</p> <p>Event experience</p> <p>Able to work well with senior Anglican clergy from all regions and cultural backgrounds</p>

## **Background Information**

### **About the Lambeth Conference Office**

The Lambeth conference team works alongside the ACO team at the Anglican Communion Office, based at St Andrew's House, London, England. The ACO team is the permanent Secretariat for the Instruments of Communion of the Anglican Communion. It serves the Archbishop of Canterbury (in collaboration with staff at Lambeth Palace), the Anglican Consultative Council, the Primates' Meetings, and the Lambeth Conferences as well as commissions, committees and groups that emerge from time to time, as the need arises. Archbishop Josiah Idowu-Fearon has served as Secretary General of the Anglican Communion since 2015.

The position of Head of Communications is based at St Andrew's House in Westbourne Park, London W11. The other Lambeth Conference direct staff are the CEO, two Event project Coordinators (one is 0.6 FTE) and an Administrator. Other staff become available to the LC team from across the ACO and further afield as the event draws closer.

### **General Conditions**

The successful applicant must be able to demonstrate the right to live and work in the United Kingdom.

The LC Company is an equal opportunities employer. We are committed to ensuring within the framework of the law, that our work places are free from unlawful discrimination on the following grounds: age, colour, race or ethnic or national origin, disability, gender, gender reassignment, pregnancy and maternity, marital status, religion or belief, sexual orientation.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees and as professionals, whatever their job. The values the Anglican Communion Office seeks to maintain are Respect, Trust, Hospitality, Humility and Openness.

### **Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Secretary General.

### **Terms of employment**

Salary:	Between £45,000 and £49,000 depending on experience
Pension Contributions:	Staff will be admitted to the People's Pension Fund. The LC Company contributes 10% of basic salary.
Hours:	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch. Holders of senior positions are expected to adopt a flexible approach to hours worked to fulfil the duties of the post.

Annual Leave: 30 days paid leave per leave year. The leave year runs from 1 January to 31 December.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered as an 18 month contract, subject to a three month probationary period.

### **Application process**

Applications are invited from members of the Anglican Communion or of a church in full communion therewith, lay or ordained, men or women. The application should include a full CV and the names of at least three referees (references will not be taken up until later in the application process). A letter of support from a Primate or senior bishop of the candidate's church to accompany the application is desirable but not essential.

Applications should be sent to: [info@lambethconference.org](mailto:info@lambethconference.org) All applications and enquiries will be treated in strict confidence.

Closing date: Closing date for receipt of applications is 22 April 2019.

Interviews: Interviews will planned very shortly after this date.