



## Communications Manager Equipping Christian Leadership in an Age of Science (Parental Leave Cover)

Overview	
<b>Job title:</b>	Communications Manager (Parental Leave Cover)
<b>Responsible to:</b>	ECLAS Project Director
<b>Responsible for:</b>	Coordinating external communications and supporting project activities
<b>Grade:</b>	Grade 7, St Johns College Graded Pay Scale
<b>Salary range:</b>	£35,333 per annum (Whole Time Equivalent)
<b>Contract type:</b>	Fixed term: 1 March 2023 – 29 February 2024, (Parental Leave Cover), 0.8 WTE.
<b>Working arrangements:</b>	4 days per week, based at St John's College Durham, with the option of working up to 50% of contracted hours from home.
<b>Benefits:</b>	27 days annual leave plus statutory holiday and Durham University customary days, pro rata. St John's College Group Personal Pension Plan.
<b>Closing date:</b>	1 February 2023
<b>Expected Interview date:</b>	10 February 2023

### ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

### EQUIPPING CHRISTIAN LEADERSHIP IN AN AGE OF SCIENCE

This project seeks to transform the quality and increase the level of serious engagement with science amongst Christians around the world, by focusing attention on the role of senior church leaders in shaping church leadership in an age of science.

We will target strategic leaders in conferences, provide training resources for a much larger number of trainee leaders, develop a range of flagship local engagement projects, and seed 4 hubs of science-engaged theology around the world. All of this will be underpinned by original research, which will itself be a significant contribution to public understanding of the relationship between religion and science.



This project will research the attitudes towards science of current strategic leaders both within the main denominations but also in new churches and parachurch movements and explore how their leadership and thinking shapes the assumptions, priorities, practice and theological beliefs of leaders and laity within their organizations. It then will provide an already trialed form of conference where strategic church leaders are brought into transformative dialogue with senior scientists and theologians, so that they can own science as a key partner of theology and thereby of the Church's ministry.

This work includes continuing established "Senior Leadership Conference", "Scientists in Congregations", and "Science for Seminaries" award programmes, with both UK and international components. It also involves ongoing support of senior church leaders in their thinking, media work and preaching.

The central team to enable this project will be based in Durham working with the Project Director, the Revd Prof David Wilkinson, and the Project Co-ordinator, the Revd Dr Lucas Mix. Team members will also interact regularly with co-Project Directors: the Revd Dr Kathryn Pritchard and the Rt Revd Dr Richard Cheetham in London, and Dr Amanda Rees in York.

## JOB SUMMARY AND PURPOSE

Clear messaging and brand identity are key to ECLAS success. The Communications Manager works with ECLAS Directors to develop communications strategy and implements that strategy with the central team at Durham. Key tasks include managing the ECLAS media and social media presence, advising grantees on communications, and assisting the central team in planning and running ECLAS events.

## DUTIES AND RESPONSIBILITIES

### Duties

- The external communications of the overall Project liaising with the Project team and developing external opportunities to fulfill the outcomes and outputs of the project
- To develop content for and maintain ECLAS media presence promoting science-engaged theology
- To assist awardees in the Scientists in Congregations and Science for Seminaries programmes to identify communications opportunities in collaboration with ECLAS
- To facilitate photography and videography for use in advertising, communications, and production of science-engaged theology resources.
- Assisting in the administration of conferences

### Responsibilities

- Develop detailed programmes to plan and monitor timelines of communications outputs and outcomes with associated budgets and reporting
- Liaise effectively with and enable other members of the project team
- Develop and maintain relationships with external suppliers and contractors as needed (e.g., PR support, digital support)
- Prepare quarterly reports; participate in scheduled electronic and face-to-face meetings including presentation of research results
- Monitor and log team media appearances



- Maintenance of project media
  - Project website (via Wordpress)
  - Project blog
  - Social media (including Twitter)
  - Monthly newsletter (via Mailchimp)
  - Occasional press releases (e.g., grant awards, exciting research)

## Requirements

Work will mainly be at St John's College in Durham but travel off-site for meetings and events around the UK will be necessary.

### PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Degree level qualification in science, social sciences or humanities	x	
2	Excellent English language skills, both written and verbal with the ability to deliver clear and consistent messaging about a complex project	x	
3	Experience and expertise in producing press releases, social media and website content	x	
4	Experience and expertise in a wide range of software communication applications (Microsoft Office, Mailchimp, Wordpress, and Google Suite preferred)	x	
5	Excellent team-working and interpersonal skills	x	
6	Ability to work independently and exercise personal initiative	x	
7	Good time management skills and ability to focus on the objectives of the project, tracking multiple diverse projects and outputs	x	
8	Qualification or experience in communication or journalism		x
9	Knowledge and understanding of church leadership structures and networks		x
10	Knowledge and understanding of media structures especially those addressing issues of science and theology		x
11	Expertise and experience in project or event management		x
12	Experience in engaging with a wide range of people and stakeholders through multiple communication channels		x

### APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of the criteria listed in the person specification
- Current CV



## ST JOHN'S COLLEGE

Applications should be submitted by email to [eclas.admin@durham.ac.uk](mailto:eclas.admin@durham.ac.uk). Please include "Comms Position" in the subject line.

For an informal telephone conversation about the role please email [eclas.admin@durham.ac.uk](mailto:eclas.admin@durham.ac.uk) to arrange.

The deadline for applications is 5:00pm 1<sup>st</sup> February 2023.  
Interviews are expected to be held on 10<sup>th</sup> February 2023.