Communications Officer

(Part-time, 0.2 FTE)

OVERVIEW

We are seeking to appoint a person with outstanding professional communications skills, who will be excited to promote our work in the Church and beyond, in order to widen our impact and attract additional students.

Over recent years ERMC has secured and advanced its contribution to the formation and training of lay and ordained ministers for the Church of England. The opportunity now exists to further build on this base and extend our contribution, impact, and outreach. As is sometimes said, we are doing many good and exciting things, but we don't always tell the public about them!

About ERMC

We are a non-residential course, currently preparing c.100 candidates for ministry in the Church of England. Our students are preparing for ordained and lay ministry.

We offer flexible full-time and part-time pathways. Students combine ministry experience in a church setting with their academic studies. We offer a wide range of academic qualifications to suit individual circumstances. Our awards validated by Durham University.

In addition, we have a small number of independent, i.e. not Church sponsored students.

Another c.40 students are enrolled in our non-accredited online access course.

Responsibilities

The Communication Officer, in consultation with the Principal and the ERMC Council, will draw up an agreed action plan to enhance and advance the profile of the Course. The post holder will then implement the detail of the plan.

It is expected that the action plan will include:

a. A termly e-newsletter to go to all key stake-holders
b. Regular social media communication
c. Creating content for and updating our website (https://www.ermc.cam.ac.uk)
d. Enhanced communication and engagement with alumni
e. Identifying additional means of communication with the wider Church

It is expected that the fruit of this work will be enhanced regional and national profile, a stronger relationship with alumni and key stake-holders and an increased number of people studying with ERMC for lay or ordained ministry, including a larger number of independent students.
Position Details

**Position:** Communication Officer (part-time, 0.2 FTE).

We would be willing to consider a freelance working arrangement if appropriate.

**Responsible to:** The ERMC Council through the Principal.

**Location:** The ERMC Officers are located at 1a The Bounds, Westminster College, Lady Margaret Road, Cambridge CB3 0BJ. However, this is a role that would suit someone who wishes to work from home.

**Hours of Work:** The Communication Officer will need to agree their work pattern with the Principal but over the year will need to average 7.5 hours a week. No overtime is paid.

**Key Working Relationships:**
- Principal
- Other Tutorial Staff (Core and Associate)
- Academic Registrar
- Academic Administrator
- Administrator

Terms and Conditions

1) The appointment will be from 1st April 2022 or as soon as possible thereafter.
2) The post is remunerated at a rate of £6,000 p.a.
3) The full-time equivalent holiday entitlement is 25 days per annum, together with bank holidays. ERMC also gives to staff a day off on Maundy Thursday and on Christmas Eve. The post-holder will receive a pro rata entitlement. Leave needs to be taken in negotiation with the Principal.
4) There will be a six month probationary period.
5) The post-holder will be an employee of ERMC Limited, which is a Company Limited by Guarantee and a Registered Charity. On appointment, a contract of employment will be issued, along with a Staff Handbook giving details of all aspects of the employer/employee relationship.

**Communications Officer: Person Specification**

- Professional experience in a similar communications role
- Experience of using social media in a professional environment
- Experience of producing e-newsletters
- Excellent skills in drafting, copy-editing, and proof reading.
- Confident in using Microsoft Office suite and working with website software
- In sympathy with the aims and mission of the organisation
- Ability to work collaboratively as part of a dispersed team
- Good social and networking skills

The successful candidate must be eligible to work in the UK before assuming the position. Proof of eligibility will be required.

We are encouraging applications from currently underrepresented groups.
How to apply

Please send your letter of application outlining your suitability for the position and *curriculum vitae* including details of two referees to principal@ermc.cam.ac.uk or by post to

The Principal  
Eastern Region Ministry Course  
1a The Bounds, Westminster College  
Lady Margaret Road  
Cambridge CB3 0BJ

Closing date for applications is 11th February 2022 12 noon.  
Interviews will be held on 18th February 2022 in Cambridge.  
If you would like to discuss the position in confidence please contact the Principal, The Revd Dr Alexander Jensen (principal@ermc.cam.ac.uk, 01223 760 456).