**Communications Officer**  
**Job Description**

**Purpose of the role:**

* To plan, manage and implement the external communications of the Synod
* To provide a point of contact for social media users

**Specific responsibilities**

* Creation and implementation of a communications strategy for the Synod, in collaboration with other members of the Synod Support Team.
* Updating and maintaining the Synod website
* Compiling and distributing the Synod e-newsletter and other email communications
* Planning, creating and sharing social media content
* Integrating use of the Welsh language into the Synod’s external communications
* Other related duties, as necessary

**Scope and terms**

Salary: £10,000

Hours: Part Time (14 hours per week)

Contract: Permanent (subject to a six-month probationary period)

Leave entitlement: 11 days pa, plus statutory holidays

Pension scheme available.

Location: Synod Office, Minster Road, Cardiff and working from home options are available. Standard office hours are 9.30am to 5pm including a 30-minute (unpaid) lunch break.

Some weekend or evening work will be required, as will travel to meetings.

Due to the nature of the role, flexi-time may be accrued or depleted outside normal parameters to facilitate more flexibility, by agreement.