**Diocese of Brentwood – Vicariate for Pastoral Formation**

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**Social, Print & Digital media designer**

**Brentwood Catholic Youth Service and Caritas Diocese of Brentwood**

**12 hours/week, £8,736p.a. (FTE £25,480) plus occasional additional hours, £14per hour**

**Two year fixed term contract, January 2019 – December 2020**

**Background to the role**

The Brentwood Catholic Youth Service work with well over 5,000 young people every year, including school and parish groups on retreat at Walsingham House at Abbotswick, monthly Youth Masses, an annual pilgrimage to Lourdes and numerous other events and opportunities. Based 40 minutes from London, just outside Brentwood, the BCYS and Walsingham House are part of a thriving Vicariate for Pastoral Formation, which also includes training and support for catechists, youth leaders and school lay chaplains.

Our social and digital media are a vital part of our work, and we are now looking for someone who can dedicate time to this, along with occasional print design for posters.

Caritas Diocese of Brentwood is a new initiative within the Diocese, to support and encourage social justice projects and groups at Diocesan and parish level. The website is a key “hub” for this ministry, and social media will be needed to support this when it is launched on 18th November.

It is envisaged that the person who undertakes this role would be able to come to the Vicariate offices approximately once a month, but the vast majority of this work can be done from home.

Any applicant for the role would need to demonstrate a very good knowledge of the Catholic Church, and be conversant with the social and digital media presence of the Catholic Church locally, nationally and internationally, as well as having a good understanding of the style of social media posts that appeal to those aged 14-25. This should be evidenced in your application.

**Job Description – Key tasks**

* *Working with staff from across the Vicariate for Pastoral Formation, the post holder will:*
  + Ensure that the website content is up to date and fresh.
  + Provide regular Instagram and Facebook Posts, and Tweets, probably 3-4 times a week, as well as keeping up to date with new social media platforms that are used by young people.
  + Design occasional posters for events, general publicity and National Youth Sunday.
  + Assist in the creation of the “virtual pilgrimage” in Lourdes each summer.
* *Working with the Caritas Diocese of Brentwood management team, the post holder will:*
  + Upload information and news from groups and charities to the website.
  + Maintain the Facebook Page, Instagram and Twitter feeds, on a weekly basis. These feeds are primarily for adult users, aged 40+

**Personal Skills and Qualities**

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| Knowledgeable about the Catholic faith, ideally including knowledge about youth ministry and social justice | Essential |
| Proven experience in social and digital media, including the ability to create posts in a variety of platforms that appeal to those aged 14-25, as well as older adults | Essential |
| Proficient in website editing and content creation using Wordpress | Essential |
| Awareness of GDPR and Safeguarding protocols around the use of data, especially photographs | Essential |
| Excellent design skills for both online and print media | Essential |
| Excellent personal organisation and time management | Essential |
| Experience of video editing | Desirable |
| Experience in delivering training to young adults | Desirable |

* *Any appointment is subject to references and an enhanced DBS.*

The role will commence from January 1st 2019. It is initially a two year fixed contract, as we are mindful that this is a rapidly changing and expanding area of work. We would anticipate that there would be a similar or expanded role in future years.

Applications are invited by means of a covering letter and CV. The covering letter is the most important part of this application and should include clear reference to each part of the Job Description and Person Specification. In evidencing your social and digital media skills, please include links to your personal or professional social and digital media.

Applications should be emailed to Fr Dominic Howarth (Episcopal Vicar for Pastoral Formation) at [frdominic@dioceseofbrentwood.org](mailto:frdominic@dioceseofbrentwood.org) no later than 30th November 2018. Interviews – which will include an assessment of your skills – will take place in early December.

We are very happy to receive applications from students, or those in part-time employment for whom this would be a second or third job.

If you have questions prior to application, please email [frdominic@dioceseofbrentwood.org](mailto:frdominic@dioceseofbrentwood.org) or telephone Fr Dominic on 01277373959, excepting 11-17 November.

To view our current social and digital media please visit @BrentwoodCYS on Instagram and Twitter, and Brentwood Catholic Youth Service on Facebook. Our website is [www.bcys.net](http://www.bcys.net). The Caritas website will be live from 18th November, and you will find it at [www.caritasbrentwood.org](http://www.caritasbrentwood.org)

Thank you for your interest in this role, and we look forward to receiving your application.