



Diocese of Edinburgh

Scottish Episcopal Church

EDINBURGH DIOCESAN OFFICE • 21A GROSVENOR CRESCENT EDINBURGH EH12 5EL

Communications Officer

18.75 hours per week

Gross Salary £13,139 per annum (£26,278 f.t.e.)

We are seeking to appoint a Communications Officer to:

- promote the diocese internally and externally
- develop and maintain our digital channels
- support our churches' communications training needs

We are looking for someone with experience in:

- a communications, digital communications or marketing related role
- using Content Management Systems such as WordPress
- creating social media content in a professional capacity
- creating, sourcing and editing content such as copy, images and videos

They should also:

- have excellent written and spoken English
- be able to foster effective working relationships
- have excellent organisational skills

We offer:

- a small and friendly team, working from an office near Haymarket
- a generous non-contributory pension
- support and development through our Annual Review process and training funds

Further information

[Download the application pack on the Diocese of Edinburgh website](#)

To discuss any aspects of the job before applying you can call Simon Filsell, Diocesan Administrator, on 0131 346 9084.

Deadline for applications: Monday 6 May 2024 before midnight

Interviews likely to be during week commencing Monday 27 May 2024

DioAdmin@dioceseofedinburgh.org • 0131 538 7033 • Charity Number: SC001214