

**Communications Officer and Research Bids Co-ordinator for the William Temple Foundation**

**0.3FTE two year fixed term post in the first instance**

**£8K per annum (pro rata £25 per annum)**

**Context**

The William Temple Foundation is an innovative and ground-breaking research and ideas hub, shaping debate on religion in public life. Founded in 1947, it seeks to connect Christian social concerns to the realities of the secular world by generating ideas about the impact of religion on civil society, wellbeing, politics and economics, and urban change. Through these ideas we contribute to understanding:

- key social concerns through original research, publications and training
- curating local and national networks to share experience, thinking and practice
- developing practical agendas for changes for church, public policy and academia.

The Foundation currently has 20 Trustees, Associate Research Fellows, and William Temple Scholars.

The Foundation, during the next phase of its development over the next 3 – 5 years, needs to ensure the current high level of communications and social media interface with its key as well as general audiences, whilst enhancing its ability to raise funds through the submission of grant applications.

**Job description**

The postholder will be responsible for delivering the following areas of the Foundation's mission, under the direction of the Director of Research, Professor Chris Baker.

- Developing the Foundation's website, generating and formatting content for the website and quarterly email newsletter, promoting the Foundation via its Facebook and Twitter account, and handling databases in relation to the GDPR legislation (training will be provided if necessary)
- Editorial work – namely editing our blogs, Temple Tracts, press releases
- Co-ordinating the Annual Lecture



# William Temple Foundation

The equivalent of half a day will focus on co-ordinating and co-writing research bids

- Research bid writing
- Minute taking secretary for Foundation Trustee meetings (3 or 4 a year)

## Person Specification

### Essential

- Proven knowledge and expertise in developing social media and website function
- Ability to be self-motivated and flexible
- An ability to multi-task and take on new challenges
- In complete sympathy with the ethos, aims and objectives of the Foundation, irrespective of personal beliefs, values or worldviews
- A good understanding of the current policy and wider debates around religion and belief in the UK

### Desirable

- Postgraduate experience in publication and research in the field of religion, belief and public life
- Media training and media work
- Experienced communicator via blogs, article etc
- Experience in editing both academic and non-academic texts
- Experience in fundraising and writing bids
- Available for some meetings in London

## Terms and Conditions

- The post is fixed term for two years
- Probation period of three months
- Employers pension, NI and sick leave cover

## Timeline

- Send a two page (max) application outlining your suitability for the post in terms of your vision and fit to post and the role of the Foundation, relevant experience to date and skills, together with a short CV.
- Applications to be received by 5.00pm, 4<sup>th</sup> June 2018 to [chris@williamtemplefoundation.org.uk](mailto:chris@williamtemplefoundation.org.uk)
- Interviews will be held at Leeds Church Institute on 11<sup>th</sup> June, 2018.

For further enquiries please contact Professor Chris Baker at [chris@williamtemplefoundation.org.uk](mailto:chris@williamtemplefoundation.org.uk) or the Chair of Trustees, the Ven. Peter Robinson at [p.robinson@newcastle.anglican.org](mailto:p.robinson@newcastle.anglican.org)