Richard Sherratt
Operations Manager
COHL Support Services Hub, St Andrew's Church,
Adshead Road, Liverpool, L13 0AL.
07933053754
Richard.sherratt@cohl.org.uk

6th November 2026

Dear Applicant,

Thank you for your interest in the post of Communications Officer for Christ our Hope Liverpool. I have pleasure in sharing further information about the post. The job description and person specification can be found in the pages of this document.

Christ our Hope Liverpool is a Larger Single Parish (LSP) serving communities formerly served by 10 churches in the West Derby Deanery area of Liverpool. We began working together towards this in Spring 2022 and became a new parish in March 2025. Our vision is 'growing Christ-centred communities that enable everyone to flourish'. We have been pressing forward since then, especially in terms of four missional priorities:-

- Introducing people to Jesus
- Deepening discipleship
- Developing Christian leaders
- Working for justice

The role of a Communications Officer is vital to supporting our missional vision by coordinating high-quality communication across the parish. It is a 'micro job' which looks to achieve high impact in a small number of hours. This is a really important role, and we are seeking to make a positive appointment that will strengthen the firm foundations we have established.

I hope you will take a look at the attached job description and person specification and if you feel you might be well suited to this post, that you would consider applying. We are open to a preliminary conversation with anybody who is considering applying. Please email me to arrange an appointment.

Completed applications should be returned to:- Richard.sherratt@cohl.org.uk

Hard copies can be sent to:- Richard Sherratt, COHL Support Services Hub, St Andrew's Church, Adshead Road, Liverpool, L13 0AL

The closing date for applications is **Friday 27th November.**

We will not be acknowledging applications, so, if you have not heard from us by Tuesday 1st December, we thank you for your application but you should assume you have not been shortlisted. The interviews are planned for **Friday 4th December 2026** and may include a task as well as questions from a panel. If you are unable to attend an interview on this date, but are still interested in applying, please contact me directly.

We look forward to hearing from you.

Yours faithfully,

Richard

Support Services Communications Officer

Role Description and Person Specification

Employer: Christ our Hope Liverpool PCC

Salary: £3,497 per annum (£13.45 per hour)

Part-time: 5 hours per week, pattern of work to be mutually agreed, but may include Sundays and occasional evenings

Holidays: 5 weeks plus bank holidays (*pro rata* for part-time staff)

Fixed term: Permanent, subject to funding (with a 6-month probationary period)

Location: Based in the Christ our Hope offices (St Andrew's Church, Clubmoor)

Accountable to: Operations Manager

Introduction

Welcome to our team of churches, dedicated to growing Christ-centred communities that enable everyone to flourish! We are a larger single parish, supporting churches serving in communities with a population of around 90,000 people. We are committed to providing effective administration and support structures to strengthen local churches, enabling them to focus on local ministry and mission.

This is an exciting and challenging role for an experienced communications officer, who is open to seeing how their skills can strengthen the church and have a high impact in small number of weekly hours.

Job Summary

We are seeking a dedicated and organised Communications Officer to join our Support Services Team. You will support the missional vision of Christ our Hope by coordinating communication across the parish of Christ our Hope Liverpool through designing and implementing a parish communications strategy that creatively uses a wide range of digital and print communication methods. This is a developing role and as such may be subject to change as new initiatives emerge and develop over time.

Main Responsibilities

Will include:

- Design a parish communications strategy that supports the mission and priorities of Christ our Hope Liverpool.
- Ensure that key information is clearly communicated in a relevant, timely and consistent manner to a wide variety of audiences.
- Setting up and managing parish communications including ACNY, Facebook, Instagram, newsletter, notices, social media, and website(s).
- Supporting church Communication Champions in their role
- Share stories, images, event details, and updates with the Communications Team.
- Play an active role on the Communications Team.

General

- Take responsibility for your own health and safety.
- Comply with Diocesan safeguarding policy.
- Undertake any training as required.
- Comply with General Data Protection Regulations.

Who we are looking for:

We are looking for somebody who will bring the relevant skills, experience and confidence to shape and fulfill the responsibilities of the role. It's essential that the person is sympathetic to the Christian faith and able to support the ministry and mission of the parish.

We need someone who thrives when working in a team, who is a self-starter and able to prioritise and manage their own workload. You will work alongside local church leaders, Support Services, Communications Champions, and our Communications Team.

In terms of personal qualities you will be someone who:

- Is able to have a high impact in small number of weekly hours
- has strong organisational skills and exceptional attention to detail
- is emotionally intelligent and self-aware
- can maintain confidentiality
- is able to work autonomously and within a team
- can be pragmatic and enjoys finding practical solutions
- has an ability to build strong relationships
- has excellent communication skills
- will deliver on expected outcomes
- has excellent time management skills

If this sounds like you, we encourage you to apply for this exciting new opportunity, to shape and strengthen our parish, and developing excellence and contributing to our overall success.

What we can offer you

- a flexible working arrangement
- opportunities to work part of the time from home
- rate of pay that is above the real living wage
- generous holiday allocation
- appropriate training
- a supportive and collaborative working environment
- opportunity to contribute to fulfilling the Parish vision *growing Christ-centred communities that enable everyone to flourish*

Person Specification

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

Each of the following criteria will be assessed via application form and interview

	Essential criteria	***Desirable criteria***
Qualifications	Minimum of 5 GCSE (or equivalent) passes with a good pass in English.	
Experience	Experience of working in a communications role. Experience managing social media channels (e.g. Facebook, Instagram). Experience managing newsletters and email marketing platforms (e.g. Mailchimp). Experience in website editing. Experience of creating and editing digital content for different channels and for different audiences.	Experience of writing and editing copy for various channels. Experience supervising photography and filming/editing to produce multi-channel campaigns.
Knowledge and skills	Excellent oral, written, and visual communications skills. Excellent time management skills Confident use of social media as a means of representing an organisation. Strong IT skills (including knowledge of how to use social media platforms, digital marketing methods, content management systems and web analytic tools) and an ability to operate Microsoft Office. Ability to create, develop and edit content and copy for a range of platforms, including print, digital and social media. Understanding of GDPR and its relation to photo permissions and the importance of photo consent and copyright.	Working knowledge of Canva or Adobe software suite. Basic understanding of how the Church of England functions.

Personal qualities	Proven enthusiasm and motivation to deliver communications. Ability to have a high impact in small number of weekly hours. Strong organisational skills and exceptional attention to detail. Able to build strong relationships. Aware of need to maintain confidentiality and respond sensitively to difficult issues. Able to work effectively with a wider variety of volunteers, employees and clergy.	
Work related circumstances	Sympathetic to the aims and ethos of the Church of England. To be supportive of the mission and ministry of Christ our Hope. Require their own transport/ability to travel with expensed travel to off-site meetings.	Some knowledge of the Church of England structures

This post will be recruited in line with the Parish Safer Recruitment process.

Closing Date for Applications: Friday 27th November 2026

Interview Date: Friday 4th December 2026

If you are unable to attend an interview on this date, but are still interested in applying, please contact Richard Sherratt.

For an informal chat for further information, please email Richard Sherratt, who will arrange a time that is mutually convenient to chat.

Contact:- Richard.sherratt@cohl.org.uk