

COMMUNICATIONS OFFICER: JOB DESCRIPTION

The Latin Mass Society (LMS) is a London-based Roman Catholic charity (No. 248388). Founded in 1965, the charity is focused on the Traditional Latin Mass and other sacraments, organising devotional events and training, and maintains an online shop.

Working with the Society's General Manager, Trustees, and local activists, the Communications Officer will develop a proactive communications strategy using social media and mainstream media to promote the Society, its events, and its campaigns, and to promote membership and fundraising. The Communications Officer will also be able to react to events and news stories affecting the Society, to present the Society's position and protect its reputation.

Attendance at some key events is essential.

Status: Self-employed. Hours: variable, averaging 10 hours a week. Salary: £7,000 pa. It is envisaged that the Communications Officer will work mainly from home.

Main duties and responsibilities

- Maintain on the Society's website and social media accounts a flow of news, announcements, videos, and developing resources pages
- Develop promotions for LMS events using different channels (advertising, press coverage, social media, flyers)
- Coordinate membership and fundraising campaigns
- Cultivate relationships with people in the social media and Catholic and secular press (e.g. Catholic Herald, EWTN, bloggers, Catholic journalists, prominent Catholics)
- Put the Chairman and/or leading members of the Society forward for interviews, provide quotations, or compose articles for various media
- Ensure that journalists, bloggers etc. are invited to our major events
- Evaluate the success of press and publicity activity to aid future planning.

The ideal candidate will demonstrate:

- Significant experience of managing digital communications across a variety of social media.
 - Experience of preparing press materials including Press Releases and relevant media for publicity.
 - A basic knowledge of graphic design for print and digital content along with basic video editing skills.
 - Experience of working under pressure
 - Experience of working independently and in a small team
 - Excellent and persuasive interpersonal skills
 - Creative written communication skills
 - A good knowledge and understanding of the UK and international Catholic environment and the Traditional Latin Mass
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Application by CV and covering letter (hard copy or email) to Stephen Moseling, General Manager, The Latin Mass Society, 9 Mallow Street, London EC1Y 8RQ
stephen@lms.org.uk

Closing date for applications: Friday, 30th December 2022. Interviews will take place in London in January.