

SOUTHWARK

◆ CATHEDRAL ◆

Job Description

Job Title:	Marketing & Communications Manager (Maternity Cover) (This is for a fixed term to cover the maternity leave of the current postholder, anticipated to be for 9 – 12 months)
Reports to:	Chief Operating Officer
Key Relationships:	Chief Operating Officer, Head of Events, Head of Engagement, Visitor Engagement Officer, Fundraiser
Start date:	January 2026
Salary:	£35,000 per annum
Hours of work:	35 hours per week (excluding lunch breaks). Some flexibility will be required to allow attendance at evening meetings and events.
How to apply:	Please complete the application form on the Church of England Pathways website by 11.59pm on Thursday 27th November 2025.
Interviews:	Monday 8th December 2025

Role Purpose

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

We are looking for an experienced, proactive, and talented Marketing & Communications professional to help the Cathedral achieve its vision and calling. The postholder will help design, deliver and monitor effective marketing communications using a wide range of media to support income generation, give a high quality visitor experience, maintain a positive public profile for the Cathedral, lead internal communications with our staff and Cathedral community, and take a lead role in developing and delivering engaging digital content and social media campaigns.

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Main Duties and Responsibilities

- Deliver and evaluate marketing activities and campaigns
- Develop social media campaigns and content, and ensure activity is integrated into communications planning
- Develop the Cathedral's digital and interpretation strategies
- Maintain and develop content for the Cathedral's website, and - in liaison with the Head of Events - ensure listings are maintained on external tourism and event promotion websites
- Build and maintain strong relationships with print, broadcast and online media, monitor and evaluate media coverage
- Draft and distribute press information, including press releases, contact sheets and reactive statements
- Maintain a library of high-quality publicity and archive materials for media and promotional use
- Support the compilation, design and distribution of Cathedral publications, including its weekly online newsletter
- Drive social media best practice, and ensure external social media content is responded to appropriately
- Assist with the delivery of livestreamed content
- Ensure proactive and clear communications are maintained with Cathedral staff to enable point of delivery HR excellence
- Ensure a consistent style and tone of voice for the Cathedral
- Represent the Cathedral at meetings with external organisations
- Promote the mission, purpose and values of the Cathedral
- Any other responsibilities as may reasonably be required
- Ensure that the highest standards of professional performance are maintained, and ensure professional skills are regularly updated through participation in training and development activities

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

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Person Specification (E =Essential/ D = Desirable)

Qualifications

- Professional qualification in marketing and/or communications (D)
- Educated to degree level standard (or equivalent) OR equivalent level professional experience (E)

Skills/ Aptitudes

- Excellent copywriting, proofreading and editing skills (E)
- Excellent creative, verbal and written communication skills (E)
- Highly visual mentality, with ability to maintain brand consistency (E)
- Has the ability to work to deadlines while producing high quality accurate work (E)
- Advanced IT and social media skills (E)
- Excellent interpersonal skills and ability to communicate with a wide range of stakeholders (E)
- Ability to use social media publishing and analytics tools to ensure maximum audience engagement (E)
- A comprehensive understanding of using design software including Adobe Suite(E)
- Media relations skills (D)

Knowledge/Experience

- Experience in a marketing and/or communications role (E)
- Experience of social media marketing (E)
- Experience of digital communications (E)
- Experience with online content management systems (E)
- Experience of social media sites, online marketing and monitoring tools e.g. Google Analytics (E)
- Experience of devising, delivering and evaluating marketing campaigns, including email (E)
- Knowledge of copyright and Data Protection legislation (D)
- Experience of working with and administering databases (D)
- Experience of using email service providers e.g. Mailchimp (D)
- Experience or knowledge of the heritage/arts/tourism sectors (D)

Personal Attributes

- Demonstrates creative thinking and initiative (E)
- Proactive problem solver (E)
- Flexible and cooperative team player (E)
- Self-motivated and able to work without close supervision (E)
- Highly organised, able to work to deadlines and on multiple projects (E)
- Enthusiasm for keeping up to date with developments in digital (E)
- Demonstrates empathy for the vision, mission and values of Southwark Cathedral (E)
- Willing to work flexibly including occasional evening and weekend work (E)

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Southwark Cathedral believes in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

Terms and Conditions

Working Hours

The working hours shall be 35 per hours as week, exclusive of meal breaks. Some out of hours working will be required to support events and weekend openings and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

34 days per annum including statutory bank holidays, with an additional 5 days after 10 years service.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give one month's notice should you wish to resign and will receive a minimum of one month's notice.