



Communications Officer

Application Pack



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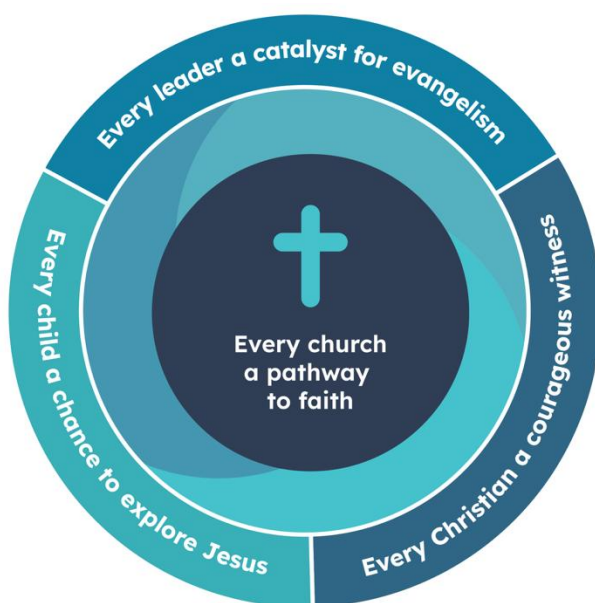
Thank you for considering the Communications Officer post at CPAS

About CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2030, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in over 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Venture and Falcon Holidays: for 8-18's to explore life with Jesus on our residential.

In order to achieve our organisational aims, it is crucial we have a strong organisational core and that CPAS continues to be a great place to work for our team of staff and volunteers.

Our Organisation

CPAS has a core staff team of around 40 staff, most are based in our Coventry office with others around the country. Our office is centrally based with great transport links and on-site car parking facilities. You will be joining a small, friendly team of staff who work collaboratively together and share a passion for the work we do. We place an importance on being a great place to work and you will benefit, not only from being part of the Fundraising and Communications Team, but of working with other teams across CPAS. For example, we run an annual staff away day and annual prayer day for all staff and offer a range of training and developmental opportunities.

About this Role

Our Fundraising and Communications team is all about telling the story of CPAS in a way that connects, inspires and makes a real impact. We build meaningful relationships with people and communities, grow awareness of what we do, and drive fundraising through creative campaigns, digital content, and events. Whether it's a standout campaign, a social post that resonates, or an event that brings people together, we're at the heart of how CPAS connects in the world and keeps its mission moving forward.

We're a collaborative, ideas-driven team that works across the organisation, supporting a wide range of initiatives and projects. That means no two days look the same, one day you might be planning a campaign, the next you're creating content, analysing engagement, or supporting a live event. It's varied and full of opportunities to bring fresh ideas to life.

We're looking for a creative, proactive, and people-focused Communications Officer to join us. In this role, you'll play a key part in shaping how CPAS communicates, helping to plan and deliver high-quality, engaging content across multiple channels, from digital platforms and email campaigns to print and events. You'll collaborate closely with colleagues across teams, turning ideas into compelling stories and campaigns that genuinely connect with people.

If you enjoy thinking creatively, spotting opportunities to engage audiences, and producing content that people actually want to read, watch, or share, you'll thrive here. You'll be someone who takes initiative, brings energy to your work, and enjoys being part of a supportive, collaborative environment where ideas are welcomed and developed together.

We're looking for someone who understands how to build and deliver effective multichannel communication plans that don't just look good but make a real impact, increasing engagement, deepening relationships and creating positive, memorable experiences for supporters and church audiences. You'll care about the details, take pride in producing high-quality work and always be looking for ways to improve, learn and try new approaches.

Ideally, you'll already have experience planning and delivering communications that get results, along with a track record of creating content that connects with people and drives engagement. But just as important is your mindset: curious, creative, organised, and motivated to make a difference.

If you're ready to use your creativity and communication skills in a role where your work genuinely matters and where you can grow, gain valuable experience, experiment and be part of something bigger, we would love to hear from you!

Role Profile

Responsible to: Marketing and Communications Manager.

Key Working Relationships

- Internally: Fundraising and Communications team, wider CPAS teams and senior colleagues.
- Externally: Supporters, churches, members of the public.

Job Purpose

To develop and deliver effective multichannel communication plans that deepen relationships with individual and church audiences, resulting in improved awareness, great supporter experiences and increased financial support.

Core Tasks

1. Plan and deliver communications for key audiences

- Engage individual supporters through online and offline appeals, newsletters, prayer calendars and updates.
- Develop and deliver communications plans in partnership with senior colleagues and members of the Fundraising and Communications team to support CPAS' activities.
- Represent CPAS Christian vision and values in the above communications.

2. Content creation for digital channels and postal mailings

- Work with the Marketing and Communications manager to plan and deliver high-quality and engaging content for a wide range of online and offline materials in a way that makes a real impact and remains consistent with CPAS Christian ethos.
- Monitor and update the CPAS website and social media channels ensuring information remains relevant and up to date, in keeping with the overall Christian mission and values of CPAS.

3. Help manage audience data for Fundraising and Communications purposes

- Create and run data selections, queries and reports relating to supporter journeys, including fundraising appeals and CPAS event promotions.
- Update CRM records to ensure supporter records are up to date.

4. Represent CPAS to supporters and the public

- Act as a key point of contact for CPAS supporters and the public, being a representative for CPAS and its Christian values and vision. This will include representing CPAS at conferences and other events and engaging with a range of senior stakeholders.

Other Requirements

- Contribute to the spiritual culture of the CPAS team.
- Participate in the prayer and wider life of CPAS.
- Occasional UK travel, including attending conferences and events. This could require residential stays.

This job description is issued as a guideline to assist you in your duties; it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

Person Specification

Knowledge and Education

Essential:

- Qualified to degree level or equivalent relevant, accredited qualifications, e.g. CIM.

Desirable:

- A good working knowledge of CRM databases, ideally in a fundraising environment.
- A good working knowledge of data protection and fundraising regulations.
- Some understanding of evangelical churches, ideally within the Church of England.

Skills

Essential:

- High standard of written and spoken English.
- Able to plan and deliver high quality engaging and impactful content across multiple channels
- Proactive and organised, able to work on their own initiative, meeting objectives and deadlines under pressure, with attention to detail.
- Curious and creative, coming up with strategic solutions and effective in follow-up.

Experience

Essential:

- At least a year's experience of creating and delivering effective communication plans leading to increased engagement, ideally in a fundraising or sales environment.
- Experience of creating excellent communication materials which deliver great supporter/customer experiences.

Desirable:

- Experience of managing a variety of suppliers such as creative agencies, printers and mailing houses.
- Experience of supporter welcome and development journeys through online and offline channels, including social media.
- Experience of data analysis within communication plans.

Personal Qualities

Essential:

- People-focused and committed to high standards of customer service, efficient delivery and clear communication.
- Enjoys working in a collaborative team environment.
- Motivated to make a difference.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#)*.

*CPAS is an evangelical Anglican mission agency working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).

Terms and Conditions

How to Apply

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home up to two days per week, subject to making an application.
2. **Salary:** £29,224 - £32,300 per annum. For a candidate with significant experience, there is the potential to increase up to £35,376 per annum.
3. **Contract:** This is a temporary appointment to cover a period of maternity leave. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a full-time appointment of five days per week. CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 33 days per annum. This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year, and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
8. **Start date:** Autumn 2026.
9. **Safeguarding:** This post will be subject to a Basic DBS check, and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.
10. **Right to Work:** You must have evidence of your ongoing right to work in the UK.

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification.

Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to recruitment@cpas.org.uk.

Application Closing Date

Applications will be reviewed as they are submitted - early applications are encouraged.

Interviews

Interview dates will be scheduled in response to applications.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via recruitment@cpas.org.uk