

Communications Development Officer

Location: 89 Addison Road, London, W14 8BZ, and other Trust sites

Contract Type: Full time, all year round

Salary: £31,086-£31,530

Start Date: 1st September 2025

The Saint John Southworth Catholic Academy Trust is a family of Catholic schools committed to academic excellence, spiritual growth and community engagement. We are seeking a dynamic and creative **Communications Development Officer** to join our Shared Services Team and play a key role in promoting our mission, supporting fundraising efforts and strengthening our community ties.

About the Role

Reporting to the Development Manager, you will be instrumental in delivering the Trust's communications and development strategy. This is a new, varied and rewarding role that combines digital marketing, content creation, community engagement and event support.

Key Responsibilities

- Collaborate with the Development Director and the Development Manager to implement marketing strategies that support fundraising and promote the Trust's mission
- Maintain and update content across all Trust and school websites, ensuring consistency, accuracy and engagement
- Build and grow the Trust-wide community through social media and school networks
- Produce and coordinate marketing collateral including admissions campaigns, digital content, prospectuses and publications
- Lead communications for the Cardinal Vaughan Memorial School, including weekly newsletters, annual reviews and social media
- Manage the production and distribution of the Trust's termly newsletters
- Uphold high standards of accuracy and professionalism in all communications, reflecting the Trust's Catholic ethos
- Support the planning and delivery of fundraising events, including photography and promotional materials
- Develop and implement strategies to engage alumni communities across the Trust's secondary schools

What We Are Looking For

The ideal candidate will be:

- A strong communicator with excellent writing and editing skills
- Experienced in digital marketing, website management and social media
- Creative, detail-oriented and highly organised
- Passionate about education and community engagement
- Comfortable working independently and collaboratively across multiple stakeholders

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!