

1 October 2026

Part-time Communications Assistant

Values: **Contemplation, Action, Adventure, Courage, Kindness**

Website: www.sjp.org.uk

Introduction

St James's Piccadilly is a historic church in the heart of London's West End with a rich legacy spanning five centuries. Established following King Charles II's 1662 charter, the church was designed by Sir Christopher Wren and consecrated in 1684. It has a spacious, light interior and rich art collection, including Grinling Gibbons' carvings. The church suffered severe damage during the Blitz in 1940 and was subsequently restored, including a garden which today acts as a place of calm and biodiversity. Throughout its history, St James's has drawn creative and progressive thinkers, with associated figures including William Blake, Isaac Newton, Mary Beale, and abolitionists Quobna Ottobah Cugoana and Olaudah Equiano. Today it holds a proudly and committedly activist and inclusive spirit, including active participation and leadership amongst and with LGBTQ+ communities and delivering social and earth justice projects

Wren Project

The Wren Project, made possible by generous funding from the National Lottery Heritage Fund, will be transformational for St James's. It will enable greater physical access, rejuvenate green spaces, rejuvenate the interior, including a new organ, and create better facilities for community work. Aligned to St James's ethos of 'radical welcome', it will offer new and unexpected ways to engage a range of diverse audiences within a Grade I listed building with a rich heritage.

The project will:

- Upgrade the site to be **fully accessible and well-equipped** for current and future uses.
- Support St James's ambition to **grow and diversify its visitor base**, offering inclusive ways to connect with people of all faiths and none.
- Strengthen the voice of St James's as a 'provocateur for good', augmenting its **earth and social justice** practice, including through volunteering and partnership working.
- Build St James's reputation as a space for **high-quality cultural, creative and heritage activities**.

- Shine a light on compelling and **diverse stories of the site**, including contested heritage
- Increase **organisational resilience and financial sustainability**

Wren Project NLHF Activity Plan

The Activity Plan will ensure that the upgrades to the building are delivered in tandem with a first-class heritage learning and participation programme. It will be impactful, inclusive and sustainable, delivering outcomes for the community, the heritage and the organisation. This will be achieved by:

Driving and deepening relationships with audiences:

- Spark discovery and participation with an appealing range of activities
- Provide ways for new audiences to hear about and connect with St James's
- Offer opportunities for existing audiences to engage with the site in new ways

Decreasing barriers to access:

- Ensure activities are suited to target groups through co-creative design
- Reduce financial barriers through offering free and low cost activities, and providing expenses for target audiences to participate
- Embed disability access, including offering activities specifically for D/deaf, disabled and neurodivergent audiences

Uplifting the heritage story:

- Develop the organisation's confidence and knowledge in telling its heritage story, creating new ways in for (particularly secular) audiences to engage
- Increase understanding of the heritage, particularly of diverse stories, through community research and storytelling
- Further understanding around telling contested heritage within a place of worship, supporting thought leadership in the heritage sector

Increase organisational resilience:

- Support St James's long-term strategy and business plan, with result that staff resources (and therefore activity levels) can be maintained beyond the life of the funded project
- Increase the robustness of the organisation's understanding of its audiences, visitor experience and impact
- Increase the number and diversity of St James's volunteer body

Support individual and community wellbeing needs:

- Bolster St James's ability to provide space for calm and reflection, in among one of the busiest streets in the country
- Work with groups in acute need in the local area, including refugees and asylum seekers and people experiencing homelessness
- Build participants' skills and confidence, particularly around creating positive community change

- Offer a vital non-partisan space for convening diverse and imaginative gatherings, critical thinking, discovery and debate

Support local economic needs:

- Develop employment potential through youth skills development and work experience programmes
- Extend the local heritage tourist offer, including encouraging heritage exploration around the local area

Promoting environmental sustainability and climate action:

- Increase visitor understanding of and connection with biodiversity of the outdoor spaces
- Deliver participatory and skills development programmes around climate change and action

Job description follows below

JOB DESCRIPTION

1 JOB DETAILS

Role Title:	Communications Assistant (0.8 FTE)
Hours of work:	4 days a week; 7 hours per day, excluding an hour for lunch
Contract:	Part-time (4 days per week) – fixed term for 2.5 years (further details on last page)

2 JOB SUMMARY

The core of this post at St James's is:

1. Supporting marketing and promotion of St James's activities, including public programmes and outreach.
2. Monitoring and analytics, including audience development.
3. Supporting production and marketing of online content.

The Communications Assistant is a role which is designed to support marketing and promotion of activities at St James's, including online content. The post-holder will be managed by the Chief Operating Officer, with a dotted line to the Wren Project Heritage Programme Manager who is overseeing the delivery of the Wren Project Activity Plan.

3 DIMENSIONS

Line manager is the Chief Operating Officer. The post-holder will have a dotted line relationship to the Wren Project Heritage Programme Manager.

There is a close working relationship with the Wren Project delivery team: the Heritage Programme Manager, Heritage Engagement Co-ordinator, and Data and Impact Co-ordinator.

There is a close working relationship as well with post-holders across St James's, including in particular the Communications Officer, Outreach Projects and Partnerships Manager, Refugee and Asylum Seeker Project Coordinator, Food Outreach Co-ordinator, the various coordinators for St James's different volunteer groups, and the Clergy Team.

4 KEY RESULT AREAS

The following are Key Results and are not an exhaustive list. This is a new role, and the successful candidate is expected to contribute to their development and progression.

- i) To support marketing and promotion of St James's activities, including public programmes and outreach activities.

- ii) To monitor and analyse analytics, including to support audience development.
- iii) To support production and marketing of online content.
- iv) To champion the Wren Project internally and externally.
- v) From time to time to undertake additional or other duties as necessary as commensurate with the role, including some out-of-working-hours events.

5 REQUIREMENTS FOR THE ROLE

Essential criteria

- a) Experience of marketing and communications, preferably in a heritage or arts environment.
- b) Experience of producing online marketing and communications content.
- c) Experience of using analytics to measure the impact of marketing and communications and support audience development.
- d) Excellent communicator with good interpersonal skills and the ability to build excellent working relationships with a diverse range of staff, volunteers and external stakeholders in a dynamic and evolving setting.
- e) Experience of working well in teams, with a genuine interest in people and working collaboratively.
- f) Ability and aptitude to manage a varied workload, including being proactive at prioritising and problem-solving.
- g) Flexibility and ability to thrive in changing environments.
- h) Able to take initiative and work proactively and independently.
- i) Exceptional planning and organisational skills and able to work to deadlines.
- j) Excellent computer literacy, including confidence in using Office 365, Adobe Creative Cloud (InDesign, Photoshop)
- k) Experience of and demonstrable commitment to promoting and championing equity, diversity, inclusion, hospitality, and belonging.
- l) Flexibility with working hours from time to time (to be planned and agreed in advance).

Desirable criteria

- m) Understanding and appreciation of the Church of England and Christianity.
- n) Experience of marketing public programmes and outreach activities.
- o) Experience of using Mailchimp and WordPress.

Equity, Inclusion and Diversity at St James's

St James's strives to be representative of people and communities from across all backgrounds and identities. We actively welcome applications from people who are currently underrepresented in our community including people with Global Majority Heritage, people with lived experience of poverty, and people who identify as LGBTQ+.

St James's has a strong commitment to equity, inclusion and diversity, and is

developing a community in which all can belong, all are valued, and all are welcome. Intersectionality is a key aspect of all aspects of life at St James's, and the congregation is on a journey of learning and action regarding the importance and the urgency of celebrating every person's identity. It is a Church of England church which is open to the world, welcoming and engaging with people of all faiths and none. We aim to reflect this as much as possible in the staff team, congregation, partnerships, and volunteer groups.

Candidates do not have to identify as Christian or belong to a religious faith, but the successful candidate will be in sympathy with, and actively promote St James's ethos and values.

6 TERMS OF APPOINTMENT

Title: Communications Assistant (0.8 FTE)

Hours: 4 days per week: 7 hours per day excluding an hour for lunch. Flexibility of working hours (e.g. work from home one day per week) to be discussed at the interview.

Employment contract: Fixed-term for 2.5 years

Remuneration: £27,000 per annum pro rata (pro rata: £21,600pa); 7.5% pension contribution by the employer with .5 contribution by the employee

25 days annual leave (plus public holidays) pro rata

DBS: Disclosure and Barring Service – due to working on a project which is working with vulnerable/at risk adults there is the requirement to undertake the Enhanced DBS check

7 APPLICATION PROCESS

Please complete the application form - refer www.sjp.org.uk/jobs - and forward to Jane Gray, HR Advisor hrjobs@sjp.org.uk by midday Monday 19th October 2026.

Interviews are planned to be held on Monday 9th November 2026. Start date as soon as possible.