

Regional Organiser and Communications Officer (South England, the Midlands and Wales)

Edge Fund is recruiting for the post of **Regional Organiser and Communications Officer**. If you are committed to activism, systemic change and creating a world free of injustice and inequality, we want you to apply. If you're unsure, feel free to contact us on jobs@edgefund.org.uk

The Edge Fund is a grant-making body with a difference. We support efforts to achieve social, economic and environmental justice and to end imbalances in wealth and power – and give those we aim to support a say in how money is distributed. For more information visit www.edgefund.org.uk

We are a membership-based organisation, run through a decentralised structure, with a volunteer run *Facilitating Group* overseeing the practical running of the organisation. The day to day tasks are led by the two Regional Organisers who work closely together. We already have someone in post for the *Regional Organiser and Administrator (North)* who is based in Manchester. We are looking to recruit someone for the *Regional Organiser and Communications Officer* post, who will preferably be based in Southern England, the Midlands or Wales.

Key information:

- Flexible location
- 3 days per week (21 hours)
- Salary £26,265 pro rata (plus 10% for London residents)

We would like to encourage applications by people from minoritised and racialised communities, people under-represented in similar roles and people without university degrees, who bring the following competencies to apply for this position:

Person specification

- Excellent communicator: must be able to communicate clearly and regularly with co-workers, members and applicant groups;
- Sound understanding and experience of grassroots movements and activism;
- Strong belief and understanding of the values of Edge Fund, particularly around oppression, power and systemic change https://www.edgefund.org.uk/our_values
- Experience of working with voluntary grassroots groups, with a good understanding of how to engage people in projects when working on their own time (and keep them engaged);
- Experience of different fundraising methods, including crowdfunding;
- Experience of organising meetings and events, including organising travel, agendas, food etc.;
- Competent administrator: confident using Excel, Word (or alternatives), databases, project management tools (e.g. Trello), email, online collaboration programmes (e.g. DropBox, Google Docs), knowledge of Nationbuilder or other CRMs;
- Time management: must be able to manage time effectively and be well-organised;
- Project management: must have an eye for detail and able to keep track of tasks which need to be completed - and when - in order for a project to be completed successfully;
- Support and understanding of collective working in a decentralised organisation;
- Experience with lone working & remote working.
- Based in the South of England, the Midlands or Wales.

We estimate that the post-holder's time will be divided as follows:

Communications and fundraising 50%; Member support 30%; Outreach and supporting applications 20%

Communications and fundraising (50%)

Working with the Facilitating Group and Regional Organiser (North) to:

- Gather stories from the ground (e.g. articles, podcasts, interviews, film, photos) from funded groups and sharing them on our website.
- Manage social media accounts (Twitter, Facebook etc.), ensuring the voices of members are represented.
- Manage the design and printing of leaflets and other communications materials.
- Work with the media, including writing and sending press releases. This would mostly be independent and grassroots media channels.
- Send out the monthly Edge News email to our list of supporters (with input from other staff and members from their regions).
- Maintain website, ensuring the domain name is renewed when needed etc.

Working with the Facilitating Group (which is the accountable body for staff), Influencing Funders Group and Regional Organiser (North) to:

- Prepare funding applications
- Organise fundraising events, online appeals and other aspects of fundraising.
- Support Edge Fund to develop a clearer approach towards fundraising, in line with our values

Member support (30%)

- Providing support to members in your region to enable them to participate in Edge activities such as scoring applications, outreach, taking part in Working Groups. This could include:
 - organising local meet-ups so members can get together to discuss issues, share information etc.;
 - Ensuring new members are supported and understand the different ways they can get involved;
 - proactive outreach to members, encouraging them to spread the word via their networks and connections (e.g. providing template emails to forward on to email lists, or giving them leaflets to take to events and meetings they are attending);
- Keeping members up to date through the Edge members mailing list and a regular newsletter (this may need printing and posting to some members);

- Working with the Facilitating Group to organise member meetings including funding days (e.g. booking venues, ensuring an agenda is put together and that we have members who can volunteer on the day, booking members' travel, organising reimbursement of travel expenses, taking minutes where needed and uploading them on the website).
- Working closely with other staff, the Facilitating Group and any Working Groups within Edge.
- Ensuring enquiries that come via email and phone are dealt with promptly.
- During funding rounds, helping with administration around funding application process, including logging and categorising applications, working with members to check for eligibility and clarity, sending out scoring sheets, collating all the scores and comments and drawing up the shortlist.
- Along with all members, working to ensure Edge values are upheld throughout the organisation.

Outreach and supporting applicants (20%)

- Responding to enquiries from applicants about funding rounds
- Proactive outreach to encourage groups to apply, and assisting them to complete their application as needed
- Sharing information about funding rounds across regional networks
- Organising events to promote Edge Fund to potential applicants.

Applying

To apply, please send us an up-to-date CV and a personal statement that is no longer than one side of A4, telling us about your experience with reference to the person specification. Then email it to jobs@edgefund.org.uk by **Monday 26th August**.

As part of our equal opportunities policy we need you to answer the questions below. This information is for equalities monitoring purposes only; all information will be treated as confidential and will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of exclusion or discrimination.

Date of birth:

Your gender:

Your ethnicity:

Your religion:

Your sexuality:

Are you disabled? If so, please give more details.

Interviews will be taking place in **London on the 10th & 11th September**. We are able to pay reasonable travel costs for interviewees to attend.

Travel tickets need to be purchased early ahead of interview in order to reduce costs.