



Communications and Partnerships Officer Vacancy

Job Description

Term: Fixed term contract until 31 March 2021, with the opportunity for extension. The role is full-time and we are open to flexible working arrangements.

Start: ASAP (our preference is for this role to begin in early November)

Remuneration: £23,000–£25,000, 27 days annual leave pro-rata (excluding bank holidays), pension contribution

Additional benefits: Flexible working policy, employee assistance programme, cycle to work scheme and access to our partner network's various development opportunities.

Location: This position will be largely remote due to the team working from home due to Covid-19. It may eventually require regular travel to JCF's London office near London Waterloo. We are open to discussing flexible arrangements.

Application deadline: Apply before midnight on Sunday 25 October. We will be shortlisting as applications come in, so you are encouraged to apply as early as possible. Interviews will take place 9–6pm October 28th and 9–12pm on 29th.

Application process: Please email your CV and completed application form to info@jocoxfoundation.org



Hey there, come join our team and help us build a better world.

This is a brilliant opportunity for someone looking to grow their communication and relationship management skills while working towards building a fairer, kinder and more tolerant world. We are a small but dynamic and influential charity building a positive legacy for the late MP, Jo Cox.

About the Jo Cox Foundation

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to build a positive legacy for Jo and to create something positive from the tragedy that was her murder. Just as Jo did, we believe in working together effectively

with individuals and organisations that share the belief that we have more in common than that which divides us.

We are a close-knit team that inspires and connects individuals, organisations and businesses to make a real difference to the causes that Jo championed. We work hard, but it's important to us that we have fun and look after ourselves and each other too.

About the role

The Communications and Partnerships Officer will report to the Campaign Manager and play a key role in the delivery of programmes across our Stronger Communities workstream. A vital part of the role will be supporting the delivery of The Great Get Together - The Jo Cox Foundation's flagship community engagement initiative - in both its summer and winter iteration.

With a particular focus on partnerships and communications, you'll support across the charity's Stronger Communities workstream, which includes The Great Get Together, More in Common Network, and the newly formed Connection Coalition.

About You

Your approach to work will be flexible and **adaptable**. You will have strong **organisational skills** with the ability to problem-solve, set priorities, and work calmly under pressure. Enthusiastic and capable of taking the **initiative**, you will thrive in a fast-paced environment. You will be ambitious in vision and realistic in planning with strongly held personal values which align with The Jo Cox Foundation. These will be reflected in your **respect for others** and the desire to make a positive contribution through your work.

KEY RESPONSIBILITIES

Communications

- Produce engaging toolkit materials and copy for comms and website updates
- Write newsletters to community organisers for the Stronger Communities workstream (The Great Get Together, More in Common Network and the Connection Coalition)
- Work closely with the team on the production of content for social media
- Develop a process to capture stories from our organisers to promote externally
- Support the development of new communications material (such as promotional materials and supporter toolkits)

Administration

- Inbox management: be the first point of contact for all campaign enquiries, including managing the supporter inbox, dealing with enquiries and responding quickly and helpfully
- Be the main point of contact for our members and event organisers
- Assist in various operational tasks for campaign delivery

Partnerships and Relationship Building

- Assist on all aspects of important fundraising relationships from corporate and grant funders
- Support in partnership development (including developing partner resources, partnership evaluation, and ongoing relationship management)
- Support on media partnerships and liaise on press releases (including coordinating newsworthy events)

SKILLS AND EXPERIENCE

Essential

- Outstanding verbal and written **communication skills** via phone, email and drafting formal written correspondence
- Experience of **writing and producing engaging copy and content** to inspire and educate a range of audiences
- Experience providing efficient, **high-quality administrative support** to a busy team
- Adept at **learning and using multiple software platforms** (such as Microsoft, Nationbuilder, Ecanvasser, Salesforce, G Suites, Zoom etc)
- Proven experience of **building relationships** with a diverse variety of partners
- Experience supporting or coordinating projects or campaigns in a professional, educational or voluntary setting.

The Jo Cox Foundation is an equal opportunities employer and we actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes.

Job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). To ensure this, we use a blind recruitment process.

Along with our Flexible Working policy and Employee Assistance Programme, the Foundation strives to provide the support and adaptations needed for every employee to fulfil their role to the best of their ability.