



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title

Communications Assistant

Company name	The Jo Cox Foundation
---------------------	-----------------------

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

This is a brilliant opportunity for someone looking to play a key role in a small but influential charity building a positive legacy for the late Jo Cox MP. We are looking for someone with energy, initiative and an interest in developing the skills needed to effectively raise funds for a growing charity.

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The charity exists to build a positive legacy for Jo and to create something positive from the tragedy that was her murder.

Our mission is to build stronger communities, a better public life and a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

We are a close-knit, passionate and dedicated team. Whilst we work hard, it's incredibly important to us that we have fun and look after ourselves and each other too.

As The Jo Cox Foundation's Communications Assistant you will play a central role in the day to day digital communications; helping to raise awareness about the issues Jo Cox cared most deeply about and inspiring people to take action. Your main responsibilities will include producing engaging content for social media, engaging with our supporters online, helping to keep our websites up-to-date and assisting with mass-mailings. You will have the opportunity to learn key skills in digital marketing, social media management, donor care and using CRM systems.

KEY RESPONSIBILITIES

Social Media

Working closely with the Digital Comms Officer to maintain all social properties for both The Great Get Together and The Jo Cox Foundation, including Facebook, Twitter, Instagram and LinkedIn.

Maintaining a content calendar as well as curating and creating engaging multimedia content. Supporting with moderating the charity's online organisers Facebook group.

Website and mailings

Support the Digital Comms Officer with maintaining an email content calendar and assist Foundation staff in sending out mass-mailings, ensuring that they are GDPR-compliant and optimised.



KICKSTART SCHEME

Support with maintaining and creating new pages for the Jo Cox Foundation website, ensuring content is up to date, engaging and effectively showcasing current campaigns and calls to action. Supporting web-monitoring.

Fundraising Projects

Take forward ad-hoc grassroots and digital fundraising projects, including producing fundraising support content such as toolkits, leaflets, guides etc.

Essential skills, experience and qualifications (please do not use bullet points)

You will be someone with an interest in digital communications and marketing who is looking to take on new challenges through this role in a charity. You will have a creative flair, brilliant copy-writing skills and strong attention to detail.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

About You

Outstanding communication and copywriting skills. You have a way with words and know how to adjust tone to engage and inspire different audiences.

Creative flair and an eye for design. You have some experience in designing graphics and other multi-media content, possibly using Canva, or some experience with Adobe Creative Suite such Premier, Photoshop, InDesign, or Illustrator.

You have prior experience in editing or building web pages, and a willingness to learn new platforms.

You have some experience supporting with multichannel digital campaigns and possibly using Facebook Analytics, Twitter Analytics, and reporting metrics

You are able to develop good working relationships at all levels.

You are highly organised: paying attention to detail, with a proven ability to set priorities and meet targets through planning.

You have an entrepreneurial mindset, are receptive to new ideas and able to put forward your own

You are adaptable and comfortable working at pace whilst learning from challenges and building on success.

Confidence in using Microsoft Office (Word, Powerpoint and Excel) and Google Drive and/or willingness to learn new platforms and programmes.



Department
for Work &
Pensions

KICKSTART SCHEME

	Experience working or volunteering within the charity sector.
Job category (DWP use only)	
Number of hours per week	25
Working pattern and contracted hours (including any shift patterns)	25 hours per week part-time within Monday-Friday 9-5pm
Hourly rate of pay	£10.85 (London Living Wage)

Details of employability support (training opportunities/mentor)	
<p>The trainee will, as part of their role, undertake a wrap-around 6-month programme of employability and developmental training, delivered by Charityworks – the UK non-profit sector’s talent programme with over a decade of experience supporting young people to kickstart their career to create social change. Learning together with their Kickstart peers across the charity sector, all sharing similar values and career motivations, this programme will be similar in approach to the national Charityworks scheme (www.charity-works.co.uk).</p> <p>It will comprise a range of onboarding support, skills sessions aimed at developing employability, national conferences, group workshops, peer coaching and practical toolkits all delivered through the Charityworks Digital Learning Platform. Charityworks are currently exploring the possibility for the Kickstart Learning Programme to be an endorsed ILM (Institute of Leadership & Management) opportunity, and for them to be able to offer in real life delivery as and when government restrictions allow.</p>	

Using the table on the next page please provide details for each Job Placement by location.



Department
for Work &
Pensions

KICKSTART SCHEME

Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including postcode)	Contact details for the Job Placement Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available ? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Living Space, 1 Coral Street, London SE1 7BE (Currently Remote)	Jessica Leach jessica@jocoxfoundation.org	Please speak to your Work Coach to apply.	2	NA	Don't know	July 2020