

“The London Funders team are fantastic to work with – everyone is passionate about making the lives of Londoners better”

We hope you'll agree if you come and join us in the exciting role as our **Communications and Learning Coordinator**.

What's the job?

We need someone to join us as our **Communications and Learning Coordinator** to provide high quality communications activity to our cross-sector network of members, promote our learning programme and engage with a range of audiences to help us achieve change. We need someone who is a strong communicator, who is highly organised, and who can apply their range of written, digital and verbal communication skills to help us achieve the change that's needed for Londoners.

So who are we?

We're at the heart of a great network of over 170 member organisations, focused on funding in London. This includes every local authority in London, City Hall, independent trusts and foundations, businesses, social investment organisations, housing associations and more. Together, our members invest hundreds of millions of pounds every year in civil society through all aspects of London's life, from arts through to welfare, so that people across our communities can live better lives. We're the place where funders come together to connect and collaborate, where ideas are generated and acted on, and where people work to ensure that resources are channelled to the right places. You can read more about our ambitions [here](#).

Over the past year we've grown in number and have several new programmes of work underway, including an ambitious new collaborative funding programme, [Propel](#). The **Communications and Learning Coordinator** comes at a critical time to help us raise awareness of work happening across our membership, share the learning we're gathering through our work, and to promote how funders can collectively address the challenges facing Londoners.

What do people say about us?

We're always listening to people to help shape our work – and we've shared a few reflections below so that you can get a better sense of who we are and what we do. You can also see some of their comments and thoughts yourself on our social media (@LondonFunders).

Nasyah joined the team in February this year as our Membership Manager:

“I really enjoy being part of the London Funders team. I like that we are small but mighty, and that we work hard to connect funders with each other to effect real change.”

Yvonne Field, the Founder of Ubele, worked with us on the London Community Response collaboration, helping to ensure that groups led by Black and Minoritised communities can access funding and is a vital part of our partnership looking to the future of funding in our city:

“It has been refreshing to see a partnership of funders that have really put equity at the heart of their approach, and to see that when we work together we can ensure that communities get the resources they need.”

We also asked our members what they'd say about us:

“London Funders are a small team that achieve big things - thanks for all you do.”

“You are a really lovely team, and have done an incredible amount to strengthen and support funding for vital community led activity in London. It is hugely appreciated and it is always great to interact with you”

“London Funders is doing a fantastic job – we are grateful and full of admiration.”



Who are we looking for?

Our ideal candidate will have experience of communicating with different audiences using a range of formats and channels. We're looking for someone who thrives working as part of a small team as well as working independently, who will suggest solutions to challenges and use their initiative.

We're proud of the diversity and vibrancy of our city, and work to champion equity and justice in all that we do. We are actively working to make sure we reflect our community in our staff team, and are particularly welcoming of applicants from Black and racially minoritised communities, and from people with disabilities, to help strengthen the diversity of thought and experience in our team.

What can we offer?

We are a small organisation with big ambitions. And we can't achieve those without our staff team. That's why we work hard to create a positive work environment for all employees, where everybody can learn, thrive and deliver their best.

We believe a staff culture which values inclusion, equity and wellbeing helps to create a stronger, healthier and more productive team. We offer enhanced flexible working (at the moment we're all working 60% of our hours in the office) and are currently mid way through [trailing new ways of working](#). This shows our commitment to creating a culture that encourages wellbeing and personal growth, but still gives us the time to get the job done as effectively as possible. You can read more about what's it like to work for us [here](#).

Whilst we are a small team, we share an office with our friends at Trust for London. There is flexibility about the hours for this role, so it would be available on a part-time or full-time basis (with a minimum of 21 hours per week). The skills, experience, insights and inspiration you will bring to the role are more important to us, so we'll do what we can to accommodate your preferred working pattern.

The salary is £26,000 – £27,000 per year (or pro rata if you choose part-time). From the first day of employment you will be entitled to Health Cover and Life Insurance as part of our staff benefits package. On completion of your probation period you'll also be able to access our other employee benefits including our Cycle2Work scheme, and, mobile months together with volunteering days and a generous annual leave allowance. We also offer a generous pension scheme (employer's contribution of up to 10% of your salary). You can read more about our benefits [here](#).

How can you join our team?

If you're interested in the role we just need you to send us your CV, together with a covering letter (no more than two sides of A4) that explains how your skills, experience and knowledge make you the right person for this role. We'd also like you to fill in a monitoring form, which will be detached from your CV/letter on receipt, and used to help us ensure that we're reaching the full diversity of London's communities with our recruitment. All personal details will be redacted from your CV and covering letter prior to shortlisting so please send in a Word format that can be copied and pasted.

The deadline for getting your application to us is **9am on Monday 15th January 2024**. Interviews are likely to take place on **January 25th or 26th** at our office in Moorgate.

When you're ready, send your CV, covering letter and diversity monitoring form to our Team Coordinator jessica.allsop@londonfunders.org.uk – you can also contact Jess on that email address if you have any queries, or call us on 020 7255 4488. We look forward to hearing from you!

Job Description

Job title: Communications and Learning Coordinator
Salary: £26,000 - £27,000 per year (or pro rata for part time hours)
Hours: Flexible, with a minimum of 21 hours per week¹
Responsible to: Learning & Communications Manager

Purpose of role

The Communications and Learning Coordinator is responsible for:

- Creating high quality communications content for our cross-sector network of members
- Promoting our learning programme to different audiences
- Engaging with a range of audiences via various communications channels to help us achieve change

Areas of responsibility

1. Communications

- To support the delivery of our communications strategy
- To plan, create and post social media content for London Funders
- To create and upload web copy (e.g. blogs, event information, news and features)
- To maintain a fresh and up to date photo library for use on the website and publications
- To commission and support content creation from members – e.g. blogs, opinion pieces, profiles etc.
- To run regular analytics of our communications activity to help us develop and improve how we communicate with members
- To support creation of digital content for use on our website and social media channels – e.g. vox pops, infographics, event promotion (using canva and other tools)
- To assist with editing copy and content for publications
- To help manage contact and engagement with members (using Salesforce)
- To help produce our regular newsletters to members and sector stakeholders
- To deliver other communications activity in line with current projects and programme delivery

2. Learning

- To help organise and deliver regular events as part of our learning programme (including finding and booking venues, handling enquiries and registering participants, setting up electronic and other equipment appropriate to presenters, ensuring appropriate follow up after the event)
- To help capture and disseminate learning from our events and learning programme – e.g. briefings, event reports etc.
- To create and promote materials for our events programme using a variety of channels

¹ We are currently mid way through a new ways of working trial, in which the FTE working week is 32 hours per week reduced from 35 hours per week. 3 days per week would be 19 hours per week. This currently runs until the end of March 2024. Please ask us if you have any questions about this.

- To engage with learning coming out of the wider sector and work with colleagues to identify how this can inform and contribute to our own learning (e.g. attending events, desk based research, analysing new reports etc.)

3. Contributing to the work of the wider team

- Contribute to quarterly reports to the Trustee Board, and to reports to funders and supporters, as required
- Contributing to team meetings so that your work is integrated into the plans and activities of the wider London Funders team
- Undertake other tasks to support our Communications, Learning and Programme delivery as required when working in a small team

4. General responsibilities

- Maintain positive working relationships with colleagues in a small team
- Be proactive about your own development and identify opportunities to learn
- Ensure that the values of equity, diversity and inclusion are embedded in everything that you do
- Undertake other duties as reasonably requested by the Chief Executive or Trustee Board

Person Specification

Job title: Communications & Learning Coordinator

Criteria	Essential/ Desirable	Method of assessment
Skills & Knowledge		
Strong organisational skills, including effective time management and ability to use initiative	Essential	Application/Test
Excellent communication skills, in writing and in person	Essential	Application/Interview
Strong IT skills – including database management and use of different online platforms like Eventbrite	Essential	Application/Test
Design skills and knowledge of digital programmes like Canva, Brevo, Eventbrite and basic website editing	Desirable*	Application/Test
Willingness to learn and contribute to a learning culture	Essential	Application/Interview
Use of Salesforce to record and analyse data	Desirable*	Application
Experience		
Using a range of methods to communicate with different audiences	Essential	Application/Interview
Working in a collaborative environment – for example alliances, memberships, networks, movements etc.	Essential	Application/Interview
Working effectively in accordance with equality and diversity policies	Essential	Application/Interview

* For the criteria marked as “desirable”, training and support will be available to you if appointed and you do not have pre-existing skills, experience or knowledge of these areas.