

Learning and Projects Coordinator Application pack

“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 **Learning and Projects Coordinator**.

What's the job?

We need someone to join us as our **Learning and Projects Coordinator** to provide high quality project and logistics support across our learning, events and communications programmes. You will help deliver a wide range of activities to our cross-sector network of members, promoting our learning programme and engaging with a range of audiences to help us achieve change.

We're at a crucial and exciting point in the organisation as we've grown from three to thirteen team members in the last six years. Alongside this London Funders now has a subsidiary organisation in its infancy, [Collaboration Circle](#), and the potential for a second one through our place based work with [London's Giving](#). This means that there are lots of opportunities to design, develop and implement new processes across the London Funders family. We need someone who is highly organised, has excellent administrative skills, and who can apply their range of written, digital and verbal communication skills to help us deliver our diverse portfolio of projects and achieve the change that's needed for Londoners. This is a fixed-term role until June 2026, with the potential to become permanent.

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. Someone who wants to help build a better London by taking action on what matters to our city and our communities.

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 collaborative funding programme, [Propel](#), setting up a subsidiary [Collaboration Circle](#), and developing our place based work through [London's Giving](#). The **Learning and Programme Coordinator** comes at a critical time to help us understand and connect the work happening across our organisations to ensure we are working in ways that reflect best practice and work for our teams.

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).

Daniel joined the team in January this year as our Programme Development Manager:

“I felt welcome in the team since day one and that has helped me to adapt to my role and the variety of tasks I do.”

Nasyah joined the team in February 2023 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."

"I think London Funders have been exemplary in the last year - we've been proud to be members, to support where we can, and to learn via the network."

"London Funders is doing a fantastic job - we are grateful and full of admiration."

Who are we looking for?

We're looking for a highly organised and proactive individual to join our small but mighty team. In this role, you'll be at the heart of our communications, learning, and member engagement work – helping us deliver impactful events, coordinate across our programmes, and ensure our team is aligned and informed.

You'll be a confident communicator with excellent attention to detail, able to manage multiple priorities and keep things running smoothly. Whether it's booking venues, proofreading content, or making sure our calendar is coordinated, you'll be the person who helps us get things done - on time and to a high standard.

This is a great opportunity for someone who thrives in a collaborative environment, enjoys variety in their work, and wants to contribute to meaningful change in London.

As well as helping us deliver our core learning programme to members, you'll also be supporting some of the other exciting programmes we're working on, including our work to create a strong place based giving movement – [the Resource Hub](#). London Funders is a dynamic organisation and we're always testing new ideas and making the most of new opportunities with our members. As such you'll be someone who is confident working across different projects and able to bring energy, a keen eye and collaborative attitude to everything you do.

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 applications from people from Black and racially minoritised communities, who identify as LGBTQ+, and from people with disabilities, to help strengthen the diversity of thought and experience in our team that we know will make our work even stronger.

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 with different working patterns to support better work/life balance including the 4 day week and term time only, with our standard working week being



32 hours. 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 24 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. Whatever your hours, all employees are required to spend 60% of their working hours based in our office in Moorgate.

The salary is £27,200 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, 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 Tuesday 26th August. Interviews will take place on Wednesday 3rd September and Thursday 4th September.**

When you're ready, send your CV, covering letter and diversity monitoring form to our EA and Operations Coordinator, Georgie: georgie.obrien@londonfunders.org.uk. You can also contact Georgie 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: Learning and Projects Coordinator

Salary: £27,200 per year (or pro rata for part-time hours)

Hours: Part/full-time (24–32 hours per week)

Responsible to: Learning and Communications Manager

Contract: Fixed-term, until June 2026

Areas of responsibility

1. Learning, events and member engagement

- Support the delivery of London Funders' events and learning activities, including leading on logistics (e.g. venue booking, agenda preparation, attendee communications).
- Support the coordination and delivery of Local Funder Forums and other member engagement activities.
- Capture and share learning from events through briefings, meeting notes, and reports.
- Maintain and manage the team-wide calendar of events, ensuring activities are well coordinated and avoid scheduling conflicts.
- Liaise across the team to ensure alignment between events, communications, and member engagement.
- Keep track of event costs and ensure invoices and committed spend are logged in our financial systems.

2. Communications

- Proofread and upload content for our website and newsletters (e.g. blogs, event listings, news updates).
- Maintain an up-to-date photo library for use in publications and online.
- Support member communications and engagement using our CRM system (Salesforce).
- To run regular analytic reports of our communications activity to help us develop and improve how we communicate with member.

3. Contributing to the work of the wider team

- Bring a collaborative spirit and a can-do attitude to help strengthen relationships, enhance member experiences, and support the team's collective impact.
- 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: Learning & Projects Coordinator

Criteria	Essential/ Desirable	Method of assessment
Skills & Knowledge		
Excellent organisational skills, including a proactive approach to handling overlapping deadlines and balancing multiple workstreams.	Essential	Application/Test
Strong attention to detail, especially in written communications and proofreading	Essential	Application/Interview /Test
Strong IT skills, including use of Microsoft Office, online platforms (e.g. Eventbrite, Zoom), and basic website editing	Essential	Application/Interview
Ability to coordinate multiple projects and deadlines simultaneously	Essential	Application/Interview
Willingness to learn and contribute to a learning culture	Essential	Application/Interview
Familiarity with using AI tools to improve efficiency (e.g. summarising notes, drafting content)	Desirable*	Application/Interview
Use of Salesforce to record and analyse data	Desirable*	Application
Experience		
Experience of delivering events (in-person and/or online), including managing logistics and communications	Essential	Application / Interview
Experience of providing administrative or project support in a busy team environment	Essential	Application / Interview
Experience of producing or supporting the production of written outputs (e.g. meeting notes, briefings, reports)	Essential	Application / Interview
Experience working collaboratively across teams or departments	Essential	Application / Interview
Experience working in line with equality, diversity and inclusion principles	Essential	Application / Interview
Experience working in a membership organisation, charity, or similar mission-driven environment	Desirable*	Application
Experience using Salesforce or similar CRM systems	Desirable*	Application

* 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.