

***"There's never been a more exciting time to bring funders together and create change for our communities"***

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

### **What's the job?**

We're looking for a skilled communicator who can inspire action and bring people together to drive change.

We're at a pivotal and exciting point in the organisation as we've grown from three to thirteen team members in the last few 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 growth creates real opportunities to shape and deliver strong communications across the London Funders family.

We need someone who is highly organised, with the written, digital and verbal skills to help us deliver a diverse portfolio of projects. It's a unique opportunity for someone who can pair strategic vision with hands-on delivery.

We're looking for someone who thrives in a small team but is equally confident working independently, who brings initiative and creativity to solve challenges, and—importantly—shares our commitment to building a fairer future for communities.

### **So who are we?**

We're at the heart of a great network of over 170 member organisations, focused on how we can fund effectively. 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 over £1bn every year in civil society, 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 **Communications Manager** comes at a critical time as we look to extend our reach and impact across all that we do.

### **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."*

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. It is hugely appreciated and it is always great to interact with you"*

*"Your team are 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 leading our communications activity across all areas of the London Funders family, which will require developing new communications strategies for several growing areas of work. We already have a strong reputation and wide reach within the funding community and sectors we work with – and we'll be looking to you to help us grow this and ensure we are communicating effectively with our broad range of stakeholders. You'll also be working with the team to strengthen London Funders' position as a thought-leader and driver of innovative practice in the funding sector.

You'll be a confident communicator with excellent attention to detail, able to manage multiple priorities and proactively pursue opportunities to grow our reach and impact. Whether it's commissioning content, managing our social media, or developing new communications strategies across our growing portfolio, you'll be the person who is helping to shape our voice and how we use it. Throughout this, you'll be a natural collaborator, able to establish strong working relationships across our networks as well as working closely with the team on a day-to-day basis.

Our emerging family structure is a dynamic place to work, 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 areas 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 communities, 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 have just made a permanent change to make our working week to be 32 hours for full-time staff which enables staff to work a four day week, alongside this we have systems to enable hybrid working (at the moment we're all in the office together at least 60% of our time). 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](#).

The salary is £38,000 per year. 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, together with volunteering days and a generous annual leave allowance. We also offer a generous pension scheme (employer's contribution of 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 29 September. Interviews will be in person at our office in London, and take place on 9 or 13 October.**

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](mailto: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: **Communications Manager**

Salary: £38,000

Hours: Full time 32 hours per week

Responsible to: Director of Policy & Partnerships

Contract: Permanent

### Areas of responsibility

#### 1. Communications strategy

- Create high quality communications across a family of brands, ensuring each has a distinct voice while aligning with the organisation's overall mission and values.
- Develop and maintain brand identity including crafting strong, clear messages about what we do and why; maintaining visual identity across all communications, ensuring each brand is represented clearly and professionally.
- Manage London Funders social media channels and wider digital communications presence to increase our reach and profile
- Produce and commission a range of written and digital content including reports and publications, video content, graphics, think pieces, and blogs.
- Secure proactive and reactive media coverage, including developing and managing relationships with journalists, sector press, and horizon scanning.
- Provide input to London Funders events and member engagement including delivering promotional materials, and providing other support to ensure these run smoothly and are communicated clearly
- To run regular analytic reports of our communications activity and identify where and how we can improve our communications.
- To oversee any communications produced internally and manage internal protocols to ensure the wider team is supported to communicate consistently and in line with our guidelines.

#### 2. Stakeholder engagement

- To support member-led communications activity, including creating and commissioning content with members, and increasing uptake of communications activity across our networks.
- To produce and oversee delivery of regular newsletters and bulletins to members and sector stakeholders

- To work with counterparts in other member and partner organisations on joint communications activity to help coordinate and amplify our collective work and influence.
- Support member communications and engagement using our CRM system (Salesforce).
- To lead on any liaison and project management with external design agencies and project manage the design and production of materials.

### **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 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 Manager

Criteria	Essential/ Desirable	Method of assessment
<b>Skills &amp; Knowledge</b>		
Excellent organisational skills, including a proactive approach to handling overlapping deadlines and balancing multiple workstreams.	Essential	Application
Knowledge of and ability to use different digital communication tools (e.g. website editing, social media and newsletter platforms, Canva)	Essential	Application/Interview
Excellent written communication skills across both creative and corporate copywriting with exceptional attention to detail	Essential	Application/Interview/Test
Proven ability to use different communication methods creatively and strategically	Essential	Application/Interview/Test
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
<b>Experience</b>		
Experience of developing communications plans across a diverse portfolio of programmes or areas of work	Essential	Application / Interview / Test
Experience of producing impactful communications messages from different sources (e.g. data, qualitative material)	Essential	Application / Interview
Some experience of working with and developing media relationships, drafting and managing press releases.	Essential	Application / Interview
Experience of managing external agencies or commissioning work to help deliver communications activities	Desirable*	Application
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.*