

## Communication Programme Coordinator

**Are you a great communicator that is interested in helping others? Do you have experience working within Communications and a knowledge of programme management? Are you looking to get involved with something meaningful? Do you want to work with a friendly, small but growing team dedicated to bringing positive change to communities in London? If so, we'd love to hear from you!**

### Role Details

**Title:** Communication Programme Coordinator

**Time Commitment:** 2 days a week for 18 months

**Format:** Flexible – hybrid, in-person and remote

**Salary:** £28,000 full time salary pro-rata for 2 days a week

**Purpose:** To oversee the launch and implementation of the Deepening Communications Capacity within Communities Programme (DCCC)

**Report:** This role reports to the Head of Programmes and works closely with the Skilled Volunteer and Communications & Events team

### About Link UP London

Link UP London began in Battersea in 2016 with the aim of building stronger communities within the city. We do this by connecting people with professional skills to small and medium sized local Social Good Organisations (SGOs – charities, social enterprises and community groups) on short-term, structured, meaningful Skilled Volunteering projects aimed at helping these organisations improve their development, growth, efficiency and impact.

After successfully piloting the idea in Battersea, we expanded throughout Wandsworth and Lambeth. With the onset of Covid and the ensuing lockdowns, we moved our in-person Skilled Volunteering model on-line and opened it up to all London-based SGOs and volunteers.

We are now London-wide, connecting Skilled Volunteers with local charitable organisations in boroughs throughout the capital. Our work is a hybrid of in-person and on-line activity and our small, committed team has matched 290+ projects in 21 boroughs to date.

We are excited to launch a new Programme – Deepening Communications Capacity within Communities - that uses our established Skilled Volunteer model to support small charitable organisations access in-depth support to improve their communications & marketing. This 18-month pilot programme will support SGOs to design a bespoke Communications Development Plan and access skilled support through Volunteer Projects to help them build their capacity specifically within these areas.

To help us launch and run this Programme we need someone who is personable, experienced with communications, organised, and a great team player.

## Role Duties & Responsibilities

### **Programme Set-Up & Management**

- Support the start-up of the programme including the design of an evaluation framework, creating a detailed implementation plan and initial promotion of the Programme
- Identify 12 participating SGOs for this pilot programme
- Work closely with the SV team to ensure that all projects are structured and matched according to Communications Development Plans made with each organisation
- Maintain regular communication with all participating organisations

### **Evaluation and Impact**

- Manage the evaluation process to better understand the impact this Programme is able to make on the organisations and volunteers involved
- Write case studies of organisations to demonstrate the changes achieved as a result of the support received

### **Outreach & Partnership Development**

- Work with the Comms team to promote the Programme widely
- Research, identify, build and maintain avenues to recruit Comms & Marketing volunteers
- Present Programme to charity partners/networks and other interested groups to recruit participating organisations
- Maintain regular communication with participating organisations and charity partners/networks/groups

### **Events & Networking**

- With support from our Comms & Events team, design and facilitate 3 networking events with participating organisations
- Work closely with the Comms & Events team to ensure that at least 6 Lunch & Learn sessions are on relevant communications themes that would be valuable for participating organisations to attend (over the course of 18 months)

### **Other**

- Actively engage in the development and growth of Link UP London
- Contribute to proposals and reports as required
- Represent Link UP within our communities of operation and beyond

- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the aims, values and ethos of Link UP

## Person Specification

### Essential Skills & Attributes

- An excellent communicator, both verbal and written, with the ability to engage with different audiences
- Experience conducting research, outreach and building strong relationships
- Experience with programme management
- Experience running different types of small events
- Proven track-record of representing an organisation with external stakeholders
- Strong attention to detail
- Strong administrative and IT skills
- Ability to work well in a team as well as remotely and independently
- Ability to prioritise and use limited time effectively
- Ability to be in-person in London, as needed, for meeting and events
- Solid knowledge of the field of communications and the various aspects it covers
- A strong desire to support the charitable sector in London

### Desirable

- Experience working in Comms, Marketing or PR
- Experience working with data and monitoring Impact
- Experience working for or with the charitable sector

### Qualities that are a good fit for our team

- Personable / warm / caring / friendly
- Energetic
- Good networker
- Creative
- Hardworking / dedicated / committed
- Professional

## Further Information

For further information and an informal chat about this post please contact Kim Perlow at [kim@linkuplondon.org](mailto:kim@linkuplondon.org)

- Link UP is committed to equal opportunities.
- All offers to work are subject to two satisfactory references.
- You will adhere to matters of confidentiality concerning this role and Link UP.
- There is a 6-month probationary period.

## Application Details

Please submit a CV and covering letter (max 2 pages) **addressing your suitability to this role in relation to the role description and person specifications** outlined above to [kim@linkuplondon.org](mailto:kim@linkuplondon.org) with the subject line 'Communications Programme Coordinator'

***Please note that applications submitted without a cover letter will not be considered.***

**Closing Date for Applications:** Monday 30 January 2023 @ 5pm

**Interview Dates:** 1-3 February 2023