



## **Communications and Events Co-ordinator**

An exciting opportunity has arisen for an ambitious and talented individual to develop and deliver the communications and events strategy of an award-winning charity. Action Foundation was established in 2005 by City Church Newcastle to support disadvantaged asylum seekers, refugees and other migrants in Tyne and Wear. The charity provides community English classes, employability courses and supported housing. The organisation has grown steadily and supported over 1,000 people last year involving over 150 volunteers with an impressive track-record of helping our clients to overcome their isolation, exclusion and poverty. Having operated in Newcastle and Gateshead since 2005 Action Foundation recently expanded delivery into Wearside by opening an office in Sunderland and offering training and resources to other organisations throughout the North East of England.

The Communications and Events Co-ordinator will have an excellent track-record of persuasive and compelling writing for several different audiences on a diverse range of subjects. The successful candidate must be able to work independently to develop the work already done in this area as well as working as part of a team of staff and volunteers to support the delivery of the projects. They will have the skills, sensitivity and confidence to work with the media as well as interviewing and writing about the impact of our services on our beneficiaries. They will be well organised and able to co-ordinate small and large events to raise the profile of Action Foundation as well as managing our database to ensure effective, timely and tailored communication with our supporters.

**Application deadline is 9am Monday 23<sup>rd</sup> April 2018**

Completed applications to be sent to [julianprior@actionfoundation.org.uk](mailto:julianprior@actionfoundation.org.uk)

or posted to; Julian Prior  
Action Foundation  
The CastleGate  
Melbourne Street  
Newcastle upon Tyne  
NE1 2JQ

Action Foundation is a registered charity number: 1132051

## Job Description

### Communications and Events Co-ordinator



**Responsible to:** Chief Executive Officer

**Organisational Context:** Action Foundation is a charity, started by City Church Newcastle, that is committed to helping those at the margins of society, overcome their exclusion, isolation and poverty. This is currently expressed through providing supported accommodation for refused asylum seekers (Action Housing/Hosting) and new refugees (Action Letting) as well as English language teaching to migrants who cannot access mainstream ESOL (Action Language).

**Job purpose:** To increase awareness of and support for the work of Action Foundation with all stakeholders by contributing to the development and implementation of a comprehensive communications and events strategy. To also report on the impact of grants given to Action Foundation through qualitative and quantitative analysis from our monitoring and evaluation.

**Hours:** 35 hours per week (full-time)

**Salary:** £19,849 - £22,399 + 6% pension contribution

#### **Duties & Responsibilities:**

The Communications and Events Co-ordinator is required to:

- Develop and deliver a communications strategy including;
  - updating the charity's websites
  - research and write the content for a monthly e-newsletter
  - co-ordinate and write weekly social media content
  - gain positive media coverage
  - the writing, production and dissemination of promotional literature including an annual impact report
  - the organisation of high quality photographic recording of key events and activities
- Lead on the preparation of funding progress reports, to assist the Director of Trusts Fundraising, working closely with project teams, volunteers, and beneficiaries to report on agreed outcomes using monitoring/evaluation data and beneficiary case studies and stories
- The co-ordination and management of fundraising activities and events including;
  - sponsored events such as supporting competitors of The Great North Run
  - an annual fundraising dinner
  - encouraging and supporting community events led by supporters
  - an annual end of year celebration event for all stakeholders
  - developing relationships with the private sector
- Attend appropriate training courses, one-to-one supervision meetings and events as appropriate
- Carry out any other reasonable duties as may be requested by your line manager

## **Personal Specification/Key Competencies**

### ***Knowledge/experience:***

- A track-record of dynamic and creative writing to raise awareness or report on issues or events
- An ability to present research using both quantitative and qualitative information
- An eye for identifying human interest stories and an ability to sensitively interview people
- Planning and co-ordinating others to deliver events
- Working with the media including social media
- Working with designers to produce printed and on-line content
- Practical experience of using CRM databases (desirable)
- Supporter development (desirable)
- Knowledge of the voluntary (refugee) sector (desirable)

### ***Skills/Abilities:***

- Strong and effective oral and written communication skills
- Excellent IT and numeracy skills
- The ability to analyse, manipulate and present financial and other data
- Plan and deliver against targets
- Prioritise, multi-task and work well under pressure
- Work effectively in a team environment and establish strong working relationships
- Follow procedures and guidelines, but with the capacity to take initiative where appropriate
- Strong organisational skills and an ability to work to deadlines
- To maintain strong lines of communication with the line manager
- A friendly and approachable personality with a willingness to learn

### ***Other:***

- A commitment to the aims and objectives of Action Foundation and genuine desire to support excluded asylum seekers, refugees and other migrants
- Supportive of our ethos and values – see [www.actionfoundation.org.uk/ethos/](http://www.actionfoundation.org.uk/ethos/)

For further information about the charity and its projects go to: [www.actionfoundation.org.uk](http://www.actionfoundation.org.uk)

This post will require the taking up of two references