



DIGITAL COMMUNICATIONS COORDINATOR

Closing on 13th July 2026

Welcome

Thank you for your interest in joining **Belong – The Cohesion and Integration Network**. This is an exciting opportunity to be part of an organisation that is passionate about making a lasting difference to communities across the UK and creating a united and less divided society.

Belong is entering an exciting new phase of growth. With a strengthened national profile, a bold strategy for the years ahead, and an ambitious Senior Leadership Team, we are well positioned to deepen our impact, strengthen our resilience, and champion cohesion and integration at scale.

We are looking for a new **Digital Communications Coordinator** who will support the delivery of Belong's communications and engagement strategy, helping to ensure that our activities, impact, and key messages are communicated clearly and effectively across a range of digital channels. Working closely with the Communications & Engagement Manager and wider team, you will contribute to social media, website, and email communications, helping to strengthen engagement with our audiences and raise the profile of Belong's work.

If this sounds like you, and you are excited to help shape Belong's future while driving positive change across the UK, we would be delighted to hear from you.

Kelly Fowler

Chief Executive Officer, Belong



About Belong

Belong is the UK's leading not for profit network focused on social cohesion. Established in 2019, Belong works across sectors to build a more connected, less divided society by strengthening trust, belonging and resilience in communities.

Belong connects people, places and organisations across the UK to share learning and best practice on cohesion and integration. Working with local and national partners, we build capacity to lead and deliver change, and amplify what works through research, policy and a strong collective voice.

Belong Delivers:

- Place-based cohesion and intercultural work with local authorities, communities and partners
- Research and policy to build the evidence base and influence national change
- Training, consultancy and leadership development
- Knowledge sharing, networks, learning events and thought leadership

Belong is collaborative, evidence-led, impartial and learning-driven, celebrating the benefits of diversity and operating within an equalities framework. Belong is independent, professional, transparent and committed to convening bold conversations to move beyond differences, strengthen social bonds and build common ground.



Our Team

At Belong, our team is united by a shared commitment to creating a more inclusive and connected society. We bring together a diverse group of professionals with backgrounds in research, community engagement, communications, facilitation and policy.

We work collaboratively with local authorities, civil society organisations, academic institutions and national partners to strengthen social cohesion across the UK. Whether we're delivering training, supporting place-based strategies, or leading pioneering research into what helps communities thrive, our team is driven by the belief that stronger, kinder and more connected communities benefit us all.

Benefits

- 30 days' annual leave per year
- Hybrid working (typical pattern of 3 days in the office)
- Enhanced Sick Pay
- Enhanced Maternity and Paternity Pay



Chief Executive

Director of Programmes

Director of Policy and
Research

Chief Operations Officer

Assistant Director of
Programmes

Director of Policy and
Research and
Communications Interim

Communications and
Engagement Lead

Programme Lead
x3

Policy and Research Lead
x4

Operations Lead

Communications and
Engagement Manager

3x Programme
Coordinator

Policy and Research
Manager

Operations Coordinator

2x Policy and Research
Coordinator

Communications &
Engagement Coordinator

About the Role

Digital Communications Coordinator

Reporting to: Communications and Engagement Manager

Working hours: 37.5 hours per week

Location: Hybrid (typically 3 days in the office), central Manchester with occasional travel

Contract type: Permanent, full time

Salary: £25,000 - £30,000

As Digital Communications Coordinator, you will enjoy a varied and rewarding role supporting the coordination and delivery of Belong's communications and engagement strategy. You will work closely with the Communications & Engagement Manager and wider staff team to ensure that Belong's activities and impact are communicated clearly, consistently, and engagingly across a range of digital channels. This will include supporting social media activity, digital communications, webinars, website content, and audience engagement, helping to strengthen understanding of Belong's work and position the organisation as a thought leader on social cohesion and integration.

You will also be responsible for updating the organisation's communications planner and content calendar, creating engaging social media assets using Canva, ensuring the timely preparation of project-specific communications packs, supporting website updates and improvements, and assisting with the drafting and distribution of Belong's email newsletter.

This role is ideal for someone with strong creative ideas, digital and technical skills, who enjoys creating engaging content and has experience of managing social media and digital channels, ideally within a politically sensitive context. You will have excellent writing skills, be able to manage multiple communications priorities, and generate creative ideas while building on content and approaches that have already proven successful.

Organised and proactive, you will be equally confident working independently and collaboratively, and keen to learn and develop within a digital communications environment. Driven by social purpose, you will also demonstrate a strong commitment to Belong's mission.

About the Role

Key Responsibilities

Social Media Coordination

- Support the planning and delivery of the communications and engagement strategy, including associated timelines, documentation, and logistics.
- Assist with gathering and analysing analytics data, using insights to make recommendations for improvement.
- Contribute to the drafting, editing, and scheduling of social media content.
- Maintain digital communications records, databases, and shared resources.
- Support the promotion of diverse and inclusive voices, ensuring a range of perspectives are reflected.
- Support the drafting and dissemination of social media toolkits for staff and partners.

Website Maintenance

- Work with Belong's website designer and wider team to ensure the website is well maintained and remains user-friendly, engaging, and accessible.
- Support the ongoing development and refinement of the Belong website by drafting copy and making updates.

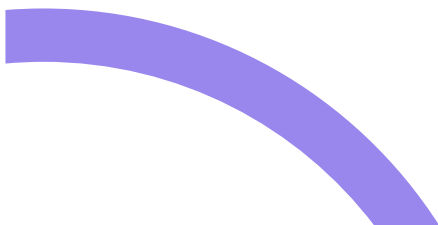
Newsletter and Network Communications

- Support the drafting of the monthly newsletter and ad hoc email communications and the promotion of events and publications.
- Assist with coordinating meetings, workshops, and consultation activities.

Team Collaboration and Internal Support

- Work closely with the Communications and Engagement Manager and wider team to support effective coordination and communication.
- Assist with internal processes, including organising meetings, preparing agendas, and taking notes.
- Contribute to organisational learning, knowledge sharing, and cross-team collaboration.
- Event coordination and support with the planning and delivery of Belong's external webinars, events and conferences.

Note: This list is indicative and not exhaustive. The post holder may be required to undertake additional duties in line with the role.



About You

We are seeking someone with:

- Strong organisational and administrative skills
- Experience of managing social media channels, ideally within a politically sensitive environment
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and prioritise effectively
- Strong attention to detail and commitment to accuracy
- Proactive, with the ability to work both independently and as part of a team
- Familiarity with WordPress and experience of website maintenance and development
- Knowledge of Mailchimp, Slack, Eventbrite and/or other online platforms, with basic technical skills
- Experience of using data management tools and CRMs (e.g. Excel) and online storage systems

Personal Qualities

- Confident self-starter with a proactive approach.
- Passionate about Belong's mission and values.
- Collaborative, inclusive and solution-focused in approach.
- Curious, reflective, and eager to learn.
- Practical and reliable.
- Able to thrive in a fast-paced and evolving environment.
- Flexible and willing to support across the team.
- Committed to personal and professional development.



General Information

How to apply

We have partnered with Atkinson HR Consulting to design a fair, inclusive, and structured recruitment processes that give candidates a clear sense of what to expect at each stage.

Step 1: Application

Start by completing an application form which includes 3 tailored questions, designed to help you demonstrate your experience, motivation, and alignment with the organisation's values. In addition to this, you will also be asked to upload your most recent CV.

Step 2: Panel Interview

Candidates shortlisted for interview will be invited to attend an in-person panel interview with two of the senior team and the line manager. This will provide an opportunity to explore your experience, skills, motivation, and alignment with Belong's mission and values in more detail.

Interview themes and topics will be shared with you in advance to help you prepare, and you will also have the chance to learn more about the role, meet members of the team and get a feel for the organisation's culture.

Using AI to Help With Your Application

We get it - writing application letters and answering questions takes time, and it's sometimes hard to find inspiration and know where to start. We therefore recognise that some candidates might use AI (such as Chat GPT) to help them write their application. This can lead to some challenges that might impact your application. So, we're sharing some tips to help you avoid some of the common pitfalls. Read them [here](#).

Imposter Syndrome?

Impostor Syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative, or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect marginalised groups. If you recognise feelings of imposter syndrome when applying for a senior role, [you'll find some useful tips to help overcome it here](#).

If you have any questions or would like to arrange an initial, informal discussion about the role, please contact our recruitment partners, Atkinson HR, via email at enquiries@atkinsonhrconsulting.co.uk

The Application Process

Deadline: 10am on Monday 13th July 2026

Interviews: 21st or 22nd July 2026 (in person in Manchester)

How to apply

To apply, please visit the recruitment portal at atkinsonhrconsulting.co.uk/job-opportunities where you can submit your CV and complete the application form, answering the following questions:

- Please tell us about a communications project, campaign or piece of content that you are particularly proud of and the role you played in its success. (max. 300 words)
- Please describe a situation where you had to communicate with or engage a range of different audiences to achieve a positive outcome. (max. 300 words)
- Belong works with people, communities and organisations from a wide range of backgrounds and perspectives. What values or principles guide how you communicate and engage with others? (max. 300 words)

Please respond to each of the questions with a maximum of 300 words per answer. You may wish to prepare your answers in advance in a separate document to avoid losing your responses before you submit them in the form.



 [linkedin.com/the-belong-network](https://www.linkedin.com/company/the-belong-network)

 twitter.com/BelongNetwork

Registered Charity: 1180761



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INTEGRATION NETWORK