



Communication and Events Assistant

£ 27,274 per annum, plus workplace pension contribution

Race Equality Foundation is a registered charity which tackles racial inequality to improve the lives of Black, Asian and minority ethnic communities, believing that everyone should be provided with the opportunities to flourish.

We do this by exploring what we know about discrimination and disadvantage, using that knowledge to develop interventions that will overcome barriers and promote equality, and disseminating this knowledge and good practice through training, conferences and written material.

The Foundation has delivered change through a range of ground-breaking projects. These include:

- Our evidence-based Strengthening Families, Strengthening Communities parenting programme.
- Research on Black, Asian and Minoritised ethnic individuals with learning difficulties revealing that the average age of death for people with a learning disability is 34 years compared to 62 years for people from a White background.
- Being a founding member of the Alliance for Racial Justice..

We are based in London but have a national remit.

The Foundation is led by the CEO, Jabeer Butt, OBE and has a management committee which supervises its work.

Job Description

The overall purpose of this job is to support communications and events activities at the Foundation and key to both will be an ability to engage our existing audience and to attract new audiences. The job holder will be expected to:

- help develop and amplify our messaging and social media presence by identifying opportunities and generating original content (in line with our values and identity); and
- support our dissemination activities through a series of in person and online events

Main responsibilities

Social Media

- Develop a social media schedule that strategically highlights different aspects of our work each week/month
- Create, schedule, and post engaging content across all social media platforms (Facebook, Threads, Instagram, LinkedIn)
- Lead on our social media community engagement – responding to messages/replies, moderating where necessary and pinpointing relevant conversations
- Support team members across the organisation to help create and edit content, promote our work and build our profile

- Use Canva to produce digital assets for social media

Digital Content

- Draft and design newsletters and email campaigns
- Produce content for the Foundation website
- Maintain the Foundation intranet

Event management

- Lead on planning and execution of Foundation events, ensuring all materials and resources are prepared
- Manage communications and mailings to event participants
- Produce event-related publicity and marketing
- Manage relationships with all key stakeholders: speakers, participants, venue staff and event staff
- Develop and implement feedback mechanisms for events

Other Responsibilities

- Support with copywriting for a variety of publications such as newsletters, event programmes and impact reports
- Maintenance of the digital photo archive
- Work with the Communications team on supporting adhoc projects and campaigns

Travel to attend meetings and events outside of London may be necessary.

The Foundation has a strong collaborative ethos and attempts to ensure that this operates both with the agencies with which we work and between staff members.

Staff for whom responsible

None

Line Manager

Nicole Greene, Communications and Influencing Manager

Range of contacts

There will be contact with service users and people with lived experience, other staff at the Foundation and our Management Committee. Regular contact will take place with agencies working in partnership with us, academics and policy makers.

Physical conditions

There are no physical conditions associated with this post.

Travel and hours of work

The Foundation works across the UK and travel in and out of London will be an essential part of the job. This post may involve some evening and weekend work for which time off in lieu can be taken. Staff work 35 hours a week with office hours being 9am to 5pm.

Provision of training and development

There will be an induction programme. Staff are encouraged to seek relevant training opportunities.

Person specification

Skills, knowledge & personal competencies

- Excellent written and verbal communication skills
- Excellent IT skills: knowledge and experience of using MS Office and Gsuite and willingness to upskill on certain platforms (We use a variety of platforms to create content including newsletter tools, Adobe, Canva)
- Strong administrative skills and attention to detail
- Ability to think creatively and draft original concepts
- Able to plan and prioritise and work under pressure
- Able to work on own initiative-confident/self-starter/finisher
- An effective and enthusiastic team player
- Willingness to learn with a can do attitude

Experience & qualifications

Essential:

- Knowledge of the workings of social media platforms (Threads, YouTube, LinkedIn, Instagram, Facebook) and their best practices.
- Basic photography and video editing skills
- Strong writing, editing, and proofreading skills with an ability to adapt tone and style for different platforms and audiences
- Genuine interest in social media trends, digital marketing, and the mission of the organisation
- Ability to accurately follow brand guidelines to create assets and documents in our brand visual identity
- Experience of using online platforms for meetings and events management

Desirable:

- Experience of content creation, content calendars and social media management tools
- Experience in using graphic design tools
- Familiarity with email marketing platforms and basic email campaign creation
- Basic understanding of social media analytics and reporting tools
- Experience of paid social media campaigns
- Experience in planning, advertising and executing successful conference, seminars and round tables

Pay and Conditions of Service

This post is available for 12 months initially.

The salary is £27,274 per annum, plus contribution to workplace pension.

The post location to be discussed but will require some attendance at our London Office.

There is a probationary period of one month, during which time the notice period will be one week for both parties.

Full time staff are entitled to 25 days holiday leave per annum. The timing of holidays must fit in with the needs of the Foundation and must be agreed in advance. In addition to annual holidays there is paid time off for Bank holidays.

The normal working week is 35 hours for full time posts, seven hours per day, Monday to Friday. Standard office hours are 9.00 a.m.-5.00 p.m.

The post will be based in the London office at Unit 17 Deane House Studios, 27 Greenwood Place, London NW5 1LB.

Application process

Application should be by completion of application form and supporting statement demonstrating your suitability for the post. This should be emailed to admin@racefound.org.uk with the title of the role in the subject line.

We will not consider applications by CV.

Please note that we are only able to appoint people who are eligible to work in the UK.

Closing date: Monday 30th September midday

Interviews: Friday 4th October