

Communications Manager

Responsible to	Ceri Morris – Partnership Manager
Salary	£35,000 (Based on a 5 day/40-hour week) This is a 3-day post (24 hours per week) £21,000 pro rata (plus NI and Pension)
Hours	Part-time (2 Year contract)
Location	YHF Offices – 27 The High Street, Harrow HA1 3HT Regular availability to be in Harrow with some flexibility and options for home working.

About Young Harrow Foundation

At Young Harrow Foundation (YHF), we are passionate about supporting the children and young people voluntary sector in Harrow. We work hand in hand with local charities, helping them secure funding, build partnerships, and strengthen their capacity to create real, lasting impact.

Our members provide life-changing support to young people and their families, covering everything from mental health and youth violence to employment, food support, and SEND services. We also collaborate with key stakeholders, including Harrow Council, the NHS, schools, and colleges, to develop strategic opportunities that truly make a difference.

As a small but dedicated team based in Harrow, we take pride in making a big impact.

This year, we are celebrating 10 years of supporting local charities and are looking for a dynamic Communications Manager to help us share our story and grow our reach.

YHF is part of the Young People Foundation movement, a nationwide network supporting youth charities, founded by John Lyon's Charity.

About the role

We are looking for a talented Communications Manager to take our storytelling and engagement to the next level. This is a brand-new role that will be key in shaping how we communicate our impact to the world.

We want someone who is not just skilled in communications but also deeply connected to our mission. You will play a pivotal role in helping us elevate our profile, celebrate the work of our members, and inspire funders, partners, and the wider community to support our members in Harrow.

You will lead the development and delivery of communication campaigns, ensuring alignment with YHF's strategic goals to diversify funding for its members, strengthen connections, and support member growth.

We believe in flexible working, but we'd love to have you spend at least one day a week in Harrow—getting to know our members, immersing yourself in their incredible work, and helping us tell their stories in the most compelling way possible.

What will you do?

Supporting Our Members

- Providing expert advice to our charity members on branding, digital content, and stakeholder engagement.
- Delivering tailored training sessions to help them build their communication skills and confidence.

Strengthening YHF's Communications

- Managing our day-to-day communications, including email newsletters, website updates, and social media.
- Developing creative campaigns to promote our website as the go-to platform for young people and families seeking support.
- Showcasing the incredible impact of YHF and our members through compelling storytelling, videos, and digital content.
- Building relationships with key stakeholders, including Harrow Council, the NHS, donors, and community organisations, to amplify our work.

Leading Project and Campaign Communications

- Designing and delivering communication strategies for key initiatives, some of which include:
 - **Holiday Activities & Food Programme (HAF):** Raising awareness about free school holiday activities and meals for young people.
 - **Harrow Family Hubs:** Promoting integrated support services for families.
 - **Level Up Programme:** Highlighting our youth work qualification scheme.
 - **HAY Harrow Survey:** Bringing young people's voices to the forefront and engaging key stakeholders in the conversation.

Content Creation and Innovation

- Producing high quality, engaging content, including blogs, vlogs, and social media campaigns—to showcase the power of our work.
- Staying ahead of trends and using innovative tools (such as Ai and digital storytelling techniques) to enhance our communication efforts.

Measuring Impact

- Using analytics and feedback to assess the effectiveness of our communications and refine our strategies.
- Ensuring that we are continuously improving and responding to the needs of our members and stakeholders.

Who We're Looking For

- We need a natural storyteller who can bring our work to life. Someone who can capture the passion, dedication, and impact of our members and share it in a way that resonates with different audiences.
- If you are someone who can think strategically whilst also rolling up your sleeves and getting hands-on, we would love to hear from you.

We need you to have the following SKILLS, KNOWLEDGE and EXPERIENCE

Extensive experience in communications, public relations, or marketing.

A proven track record of developing and delivering successful communication strategies.

Exceptional writing skills, with the ability to craft compelling content for different platforms and audiences.

Strong interpersonal and leadership skills, with the ability to build relationships and influence stakeholders.

Experience with digital tools, social media management, and data analytics to inform communication strategies.

Strong project management skills with the ability to juggle multiple priorities.

Proficiency in tools like Canva, Mailchimp, and website management platforms.

A passion for the youth charity sector (highly desirable).

What you will bring to the role

A strategic mindset to ensure our communications align with YHF's mission and goals.

A creative approach to developing engaging, innovative campaigns.

A proactive, 'can-do' attitude with a willingness to dive into new challenges.

A commitment to amplifying the voices and stories of our members and young people in Harrow.

Terms and Conditions

- Flexible working.
- Activity may be required out of hours in relation to specific campaigns/events, for which Time off in Lieu (TOIL) will be given.
- 25 days' holiday per annum (based on a full-time contract) plus public holidays on a pro-rata basis.
- Opportunity to join contributory pension scheme at 6% contribution from YHF

If this sounds like the role for you, we'd love to hear from you!

Please send your CV and a cover letter detailing your experience and why you're excited about this opportunity.

We can't wait to welcome a new team member who shares our passion for making a difference.

OUR VISION – OUR MISSION – OUR VALUES

Happier, healthier, safer children and young people with more opportunities to reach their full potential.

Better, sustainable, high quality support services for children and young people in Harrow.

Innovative

Integrity

Inclusive

YHF THEORY OF CHANGE

