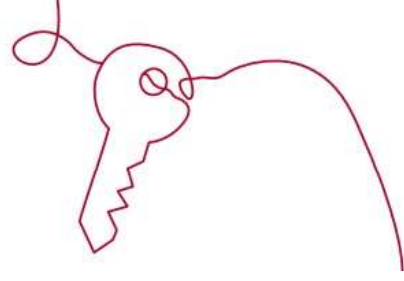


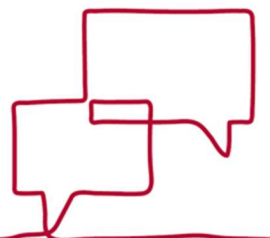


Charity



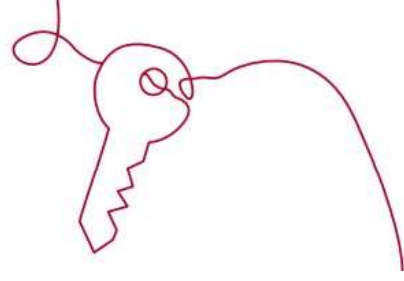
COMMUNICATIONS OFFICER

APPLICATION PACK





Charity



Dear Candidate,

Thank you for your interest in the opportunity to join our team at St Martin-in-the-Fields Charity.

At St Martin-in-the-Fields Charity, we work collaboratively to support frontline workers across the UK, aiming to help individuals facing homelessness find and maintain a safe place to live. The Charity offers essential assistance to secure housing, including emergency grants through the Vicar's Relief Fund, which quickly addresses immediate housing needs and brings transformative changes to people's lives.

Our Frontline Fund supports projects and initiatives that work with those experiencing homelessness, funding various projects across the UK that help individuals obtain and sustain secure living arrangements through services like healthcare, legal advice, and mental health support to facilitate the transition out of homelessness.

And the Charity supports The Connection at St Martin's, aiding numerous individuals from across London on their journey to overcome street homelessness.

At St Martin's we provide consistent high-quality support for frontline workers, by running the Frontline Network. This network operates throughout the UK and offers funding opportunities, events for knowledge sharing on innovative approaches to helping people out of homelessness and empowering staff on the frontline groups to make a positive impact on homelessness.

Alongside the Network we offer training grants to individuals and groups of frontline staff to enable them to gain knowledge and increased confidence in delivering their vital work.

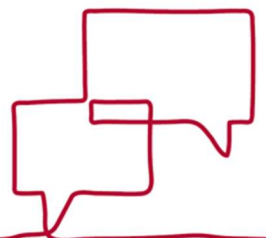
It is an exciting time to join us as we build towards the 100th BBC Radio 4 Christmas Appeal with St-Martin-in-the-Fields in 2026 and launch our new five-year strategy to diversify our income. As we approach this significant milestone, the Charity is building the team to ensure we are able to maximise the impact of the Appeal and our Programmes in future years and develop impactful communications to highlight the issues and solutions to preventing homelessness.

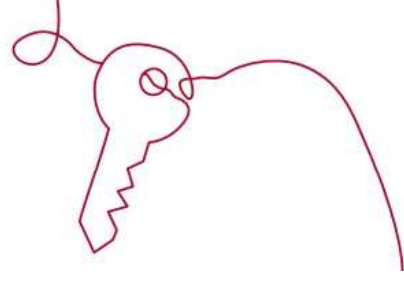
We are looking to build a team who will be collaborative with high emotional intelligence and possess excellent written and oral communication skills. You will also have a proven ability to form effective working relationships. Finally, you will have a genuine commitment to our values and ethos.

If this sounds like you, and you have the skills and experience we are looking for, then we would love to hear from you.

Warm regards,

Duncan Shrubsole
Chief Executive Officer
St Martin-in-the-Fields Charity





About St Martin-in-the-Fields Charity

Who we are

St Martin-in-the-Fields Charity is a UK-wide homelessness charity. We fund a range of projects across the UK, providing innovative services within healthcare, legal advice and mental health support to facilitate a long-term transition out of homelessness. We work to prevent this situation from happening in the first place. When it does happen, we provide emergency financial assistance that can transform the lives of those who are homeless or at risk of homelessness, helping them find and keep a safe place to live and call home.

The charity is at a pivotal stage in their development, building on the hugely successful BBC Radio 4 Appeal that will enter its 100th Anniversary in 2026 and diversifying income streams to create year-round opportunities to donate and support their diverse programmes.

Our Vision

Everyone has a safe place to call home and the support they need to keep it.

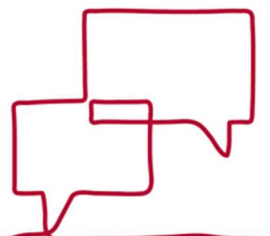
Our Goal

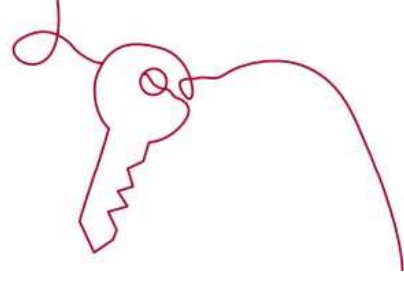
Homelessness is prevented. When it does occur, people receive the best possible support that enables them to secure and keep a safe place to live.

Our Heritage

We were established in 2014 as an independent homeless charity, to support anyone at risk of or experiencing homelessness to have somewhere to call home. But our heritage pre-dates that. Since the 1920's St Martin-in-the-Fields has been caring for people when they needed it most.

In 2024, we will be running the 98th Christmas Appeal with BBC Radio 4. The Christmas Appeal was first delivered on Sunday December 5, 1920, when Dick Sheppard asked his congregation for donations to support families at Christmas. In December 1925 the Christmas Appeal was incorporated into the broadcast Christmas service, and in 1927 the appeal was included in the BBC Radio Times.





Our Values

We put... people first

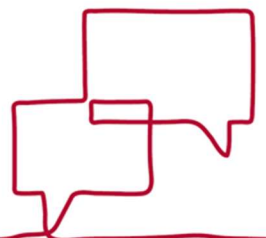
We value those we work with, seeking out and listening to all voices to understand how we can work together to make sure anyone experiencing homelessness is moved into a safe home with the necessary support in place.

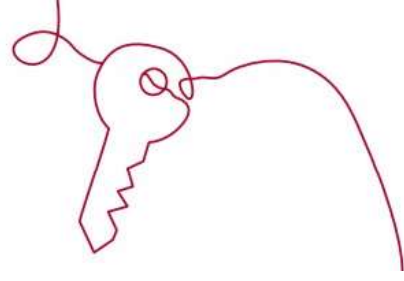
We are... a learning organisation

We reflect on what we learn, act on the evidence, and share learning with others.

We work... collaboratively for change

We build relationships based on trust and shared vision.





Hiring Manager's Letter

Letter from your Hiring Manager

Dear Candidate,

Thank you for your interest in the Communications Officer role at St Martin-in-the-Fields Charity.

The Communications Team was set up in November 2023, and since then has been evolving to meet the changing needs of the Charity. Our purpose is to raise awareness of the issues around homelessness and highlight effective solutions. In doing so, we support our colleagues in the Programmes Team to talk about how the funding we provide can change people's lives and the Fundraising Team to share stories, data and narrative to enable us to increase our income.

The Communications Officer is a broad role and will provide support across the Communications and wider Charity Team. You will work with the Digital Marketing Manager and PR and Comms Manager to help write stories, blog posts and articles and share them via our social media channels and website. Depending on your experience, there may also be opportunities for you to get involved in design, audio and video production or photography projects.

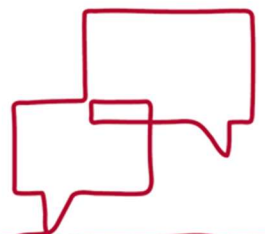
This role will collaborate with colleagues across the charity, so would really suit someone who is good at developing effective working relationships and has a curious mind so they can learn about the sector and our role in it.

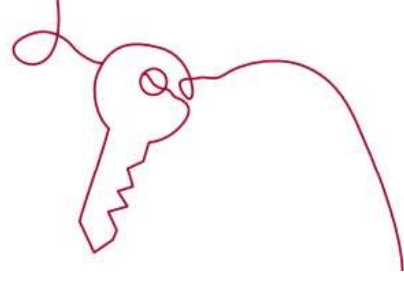
As the Charity grows, there will be opportunities for us to introduce new ways of working and for you to develop in this role. If you are keen to learn, and develop a broad skill set, this role offers an ideal opportunity.

I look forward to receiving your application.

With best wishes

Reshna Radiven
Head of Communications





Why Choose Us?

CHARITY EMPLOYEE BENEFITS

Policies

- Enhanced maternity pay policy, paternity/second parent pay and leave and parental provision
- Enhanced bereavement leave policy
- Flexible and hybrid working
- 25 days annual leave plus bank and public holidays
- Length of service annual leave increments

Wellbeing

- Free, confidential EAP service with opportunities for counselling sessions
- Employee eyecare provision
- Charity covers the cost of annual flu vaccine for individual team members
- Regular DSE assessment
- Access to online wellbeing resources including information, advice, social chat, playlists
- Regular scheduled wellbeing focus times

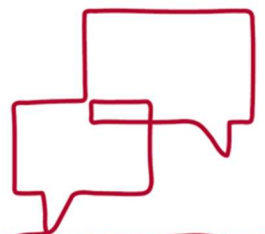
Training

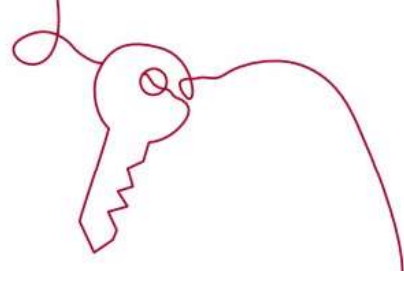
- Training given for managing mental health in the workplace
- Training provided on safeguarding and housing/homelessness sector to new starters
- Staff encouraged to attend Frontline Network and Partner events as well as other professional/sector events
- Generous training opportunities funded by the Charity
- Occasional reward and recognition gifts to staff
- Dedicated monthly Work SMARTER day given over for staff to pursue training and professional opportunities

Financial

- Contributory pension scheme in place (Standard Life) - Charity employer contribution 6%
- Annual salary review
- Travel loan arrangements

We are continuing to develop and improve our employee benefits offer in innovative and meaningful ways.





EDI RECRUITMENT STATEMENT

St Martin's Charity is committed to developing a diverse, inclusive and culturally sensitive workplace and community for everyone. We will do so by fostering a compassionate and supportive environment that respects and values difference, where everyone feels welcome and confident to be themselves. We are proud to be an equal opportunity employer.

In recruiting for our team, we appreciate the unique contributions that every individual can bring without regard to race, ethnicity, colour, religion or no religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. We actively welcome applications from people of marginalised identities, especially those with lived experience of homelessness.

We are always learning and our processes evolving, so we welcome feedback.

Accessibility information

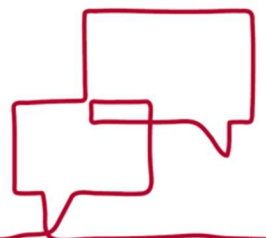
We understand that different people have different access needs and have made some modifications to the way we do business to accommodate people from diverse communities and abilities.

We offer the following amenities:

- Full DSE assessment conducted
- Purchase of specialist IT/office workstation equipment, e.g., standing desk, ergonomic chairs, screen filters
- Changes to start and finishing times/more frequent or extended breaks
- Flexible working arrangements
- Home and office working workstation set up
- Allowing a phased return to work after long-term sickness absence
- Modifying performance targets for those struggling to maintain a certain level of work
- Providing a working environment that minimises distractions
- Occupational Health assessment paid for by the Charity
- Providing a mentor and/or 'buddy'

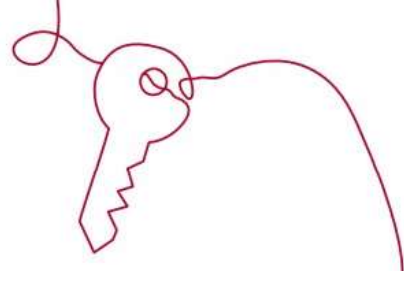
We have an agreed an EDI Action Plan that includes EDI considerations which we will begin working towards in 2024-25.

Applicants with disabilities or health conditions are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the role, or if any adjustments or support are required during the recruitment process.

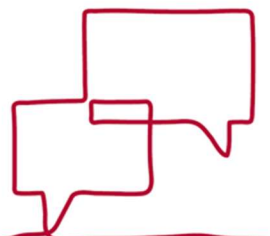


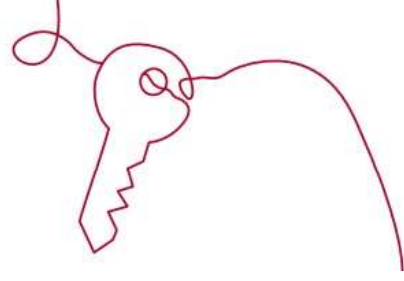


Charity



COMMUNICATIONS TEAM ORGANOGRAM, JULY 2024





Job Description

Job Title: Communications Officer

Responsible to: Head of Communications

Line Management: N/A

Contract Type: Permanent, Full-time

Hours: 35 per week

Location: Runway East, 24-28 Bloomsbury Way, London. WC1A 2SN. [Bloomsbury & Holborn Coworking & Private Offices \(runwayea.st\)](https://runwayea.st)

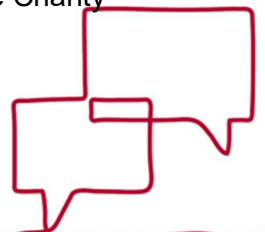
We offer flexible and hybrid working but office-based work will be required on a regular basis.

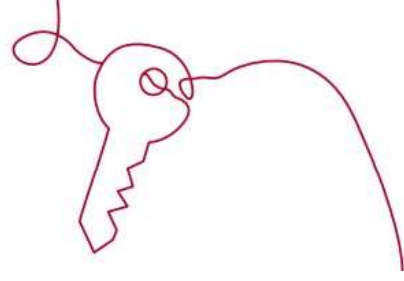
Salary: £33,000 per annum

Main Purpose of Role: Identify, gather, and shape content & case studies suitable for wide-ranging comms channels, while effectively supporting the Comms team to deliver engaging comms across all channels.

Main Responsibilities

- Support the Head of Communications to develop and maintain the annual comms calendar/plan and work with teams to support its delivery.
- Support the PR & Communications Manager in gathering and sharing case studies from start to finish.
- Nurture relationships with clients and frontline workers as appropriate, with regular communication throughout the year – for example, thanking, sharing the Year in Review, sending Christmas cards.
- Work closely with the Digital Manager to support our social media strategy and help manage social media channels day-to-day.
- Work closely with colleagues across both the Fundraising and Programmes teams to ensure their comms needs are supported effectively.
- Manage and support events organised or supported by the Comms team – for example, the Annual Appeal launch event.
- Work closely with the Heads of Communications to manage the delivery of the Appeal Hub.
- Contribute to comms planning cycles, brainstorming sessions and any reporting required.
- Support ongoing work on language, branding, and act as a custodian of the St Martin's Charity brand.
- Oversee the maintenance of the Content Warehouse and facilitate colleagues across the team to access the content required to support their work.
- Deputise for the Digital Manager in developing and publishing content for the Charity and Frontline Network websites.





Person Specification

Experience and Knowledge

- Proven experience of creating digital content to use across a wide range of platforms and channels.
- Proven experience of writing for different audiences for a variety of different media including print and digital.
- Previous experience of using Adobe products would offer an advantage.
- Previous experience of working with people living in challenging situations would offer a distinct advantage.

Skills and Competencies

- Can demonstrate a high level of excellent interpersonal skills and the ability to work collaboratively and efficiently with multiple stakeholders.
- Can evidence an understanding of and confidence in using a wide range of social media.
- Can demonstrate a good eye for detail.
- Can demonstrate an ability to prioritise, manage multiple tasks simultaneously and meet deadlines.
- Evidence of working with initiative, flexibility, and a proactive, positive attitude.

How to apply

If you are passionate about our work to address homelessness and would like to join the Charity as its Communications Officer, please complete the application form available on our online jobs board [Job Openings \(peoplehr.net\)](#)

If you have any questions about the role or the recruitment process, please contact Reshna Radiven at reshna.radiven@smartinscharity.org.uk

Closing date: Sunday 4th August 2024, 11:59pm.

Interviews will be held in person during the week beginning 12 August.

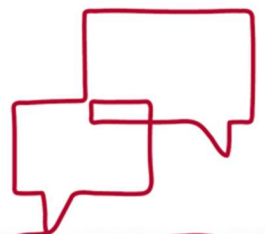
Some useful links

Main Charity website [St-Martin-in-the-Fields | UK homeless charity \(smitfc.org\)](#)

BBC Radio 4 Christmas Appeal webpage [BBC Radio 4 - Radio 4 Christmas Appeal](#)

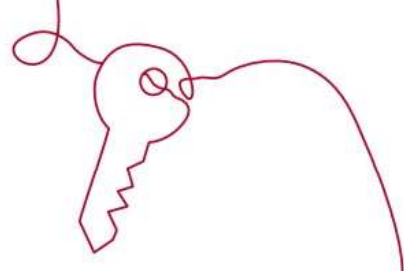
2023-24 Year in Review [Year in Review-Final-05.10 \(fliphtml5.com\)](#)

Charity's YouTube channel [St Martin-in-the-Fields Charity - YouTube](#)





Charity



Charity's Facebook: [St Martin in the Fields Charity | London | Facebook](#)

Charity's X: [\(20\) St Martin-in-the-Fields Charity \(@SMITFCharity\) / X](#)

Charity's LinkedIn: <https://www.linkedin.com/company/st-martin-in-the-fields-charity/>

