



**envision**

**Events & Comms Officer**

**Application Pack**

**Deadline: Sunday 17<sup>th</sup> May**

# Events and Comms Officer

- **London, Birmingham or Bristol**
- **Permanent, part-time: 3-4 days per week (0.6-0.8 FTE)**
- **£15,600-24,000 pro-rata (£26,000-£30,000 FTE)**
- **Hybrid working: one day a week in regional office + ad-hoc travel across regions for events and training**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio-economically less-advantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

**Envision graduates will be guaranteed a first-round interview.**



# A bit about us

We empower young people from less-advantaged backgrounds, who are often underrepresented in the world of work, to develop the Essential Skills and confidence they need to succeed.

We partner each team of young people, led by an Envision Programme Coordinator, with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

We create an equal partnership whereby young people bring the expertise of their chosen social issue and mentors bring the expertise of workplace skills.

Working towards their project goals and key milestones, young people build the Essential Skills and confidence proven to support their education, employment and well-being.

'Envision helped me with developing lots of important skills that will be useful for later life, like teamwork and determination.'

Dimitra,  
Bristol Envision Graduate



## We believe a young person's background mustn't determine their future.

We want to create a society where young people from less-advantaged backgrounds have an equal opportunity to build the Essential Skills and confidence needed to succeed in later life as their more privileged peers.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."  
(Skills Builder Partnership 2023)



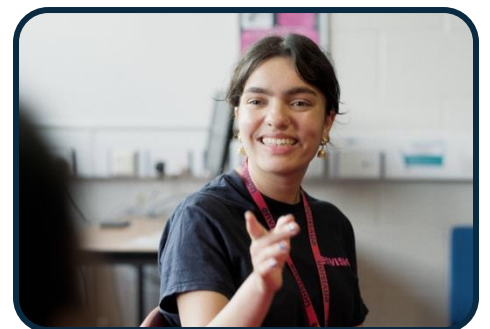
# Where you come in

As our Events and Communications Officer, you will play a vital role in delivering engaging fundraising events and shaping how we communicate Envision's mission and impact to the world. You will support our fundraising and supporter stewardship through well-run events, while also contributing to our wider communications activity – helping to tell the story of the transformative impact of Essential Skills on young people from under-represented backgrounds.

At the heart of this role is our flagship fundraising event, the Envision Cycling Challenge, alongside a broader annual events programme that you will design, manage and grow. You will take ownership of the full events lifecycle – from logistics and budget management through to donor recognition and evaluation – always looking for ways to broaden our offer and attract new supporters.

On the communications side, you will create compelling written and visual content that puts young people's voices front and centre – from social media and e-newsletters to impact reports and donor updates. Working closely with our Communications Manager and the wider Philanthropy and Partnerships team, you will ensure our messaging is consistent, inspiring and reaches the right audiences.

This is a role for someone who is as comfortable crafting a compelling story as they are managing a complex event: someone who thrives on variety, takes pride in the details and genuinely cares about the young people at the heart of our work.



*"This is a genuinely exciting role for someone who wants to make a real difference. Our events and communications work is how we bring Envision's mission to life for the supporters and donors who make it possible – and this person will be at the centre of that. If you're creative, organised and passionate about young people's potential, we'd love to hear from you."*

**George, CEO**

# Responsibilities

## Fundraising events

- Design, deliver and manage the annual events workplan, working to achieve an annual income target
- Coordinate and run all fundraising events, including our flagship fundraising event – the Envision Cycling Challenge – ensuring smooth logistics, budget management, compliance and successful outcomes (including recruitment and evaluation)
- Review and develop our events offer to attract a diverse range of supporters, increase engagement and drive income
- Manage post-event follow-up, including donor recognition and feedback processes

## Communications

- Support the development and delivery of Envision’s external communications, including social media, e-newsletters and website content
- Create compelling written and visual content that conveys the impact of our work on young people, inspires supporters to give and puts young people’s voices front and centre
- Work closely with the wider Philanthropy and Partnerships team and Communications Manager to ensure consistent messaging across channels
- Assist in drafting donor communications, impact reports and supporter updates
- Support the development and delivery of Envision’s internal comms to support connection, understanding and collaboration across our teams
- Contribute to media monitoring and help identify opportunities to raise Envision’s profile

## Systems and reporting

- Track and report on events performance, supporter engagement and communications metrics
- Develop and implement processes for timely and meaningful donor recognition, working closely with the wider Philanthropy and Partnerships team
- Ensure records on Salesforce are accurate and up to date

## Other

- Gain and maintain a comprehensive understanding of Envision’s work and the needs of the young people we support
- Be willing and available to undertake travel in the UK (that may result in an overnight stay), with advance notice always being given
- Be willing to work outside normal working hours on occasion, with advance notice always being given
- Uphold and promote Envision’s commitment to equity, diversity and inclusion in line with our EDI policy

# Person specification

Experience, knowledge and skills	Essential/ Desirable	Demonstrated in Application or Interview
<b>Experience of events planning and management</b> for events of varying scale and different audiences	E	A & I
<b>Experience of creating engaging communications content</b> (e.g. social media, newsletters, reports)	E	A & I
<b>Experience of project management</b> – highly organised, with the ability to work with initiative, collaborative and manage your own time to meet deadlines	E	A & I
<b>Demonstrable success in building and maintaining relationships</b> with supporters or stakeholders	E	A&I
<b>Strong attention to detail</b> across both events delivery and written communications	E	A & I
Understanding of, and/or lived experience of, the <b>barriers that young people face</b> , that contribute to the education and employment gap	D	I
Competencies and values	Essential/ Desirable	Demonstrated in Application or Interview
Commitment to Envision’s <b>vision, mission and values</b> and ability to work well in, and contribute to, our organisational culture	E	A & I
<b>Communication:</b> Ability to engage others through active listening, effective writing and speaking using tone, expression and gestures, including the ability to adapt for different audiences	E	I
<b>Creativity:</b> Developing ideas by considering different perspectives and using this to create solutions for problems	E	I
<b>Teamwork:</b> Working collaboratively and managing group discussions to reach shared decisions whilst understanding and respecting others' cultures, beliefs and experiences	E	I
<b>Determination:</b> Remaining flexible but resolute in your approach to reach your goals, and looking for opportunities in difficult situations	E	I

# Employee conditions and benefits

<b>Pension</b>	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
<b>Annual Leave</b>	25 days plus bank holidays, plus two-week paid winter shut down over Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days (pro-rated).
<b>Volunteering Days</b>	Two days per year.
<b>Flexible Hours</b>	10am to 4pm are core hours. Office hours are 8am to 6pm.
<b>Summer Fridays</b>	1pm finish on Fridays in July and August.
<b>Bike to Work Scheme</b>	Up to £1000 limit.
<b>Enhanced Parental Leave</b>	Maternity Leave/ Adoption Leave/ Shared Parental Leave: 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay. Paternity Leave: 4 weeks full pay.
<b>Charity Mentoring Network</b>	Opportunity for personal and professional development by mentoring another or being mentored by someone else.
<b>Employee Eye Test</b>	Envision will refund the cost of an annual eye test.
<b>Charity Workers Discount</b>	Receive savings and cashback on many personal purchases.
<b>Employee Assistance Programme</b>	Access to wellbeing and mental health support through our Employee Assistance Programme.
<b>Extended Paid Leave</b>	Once an employee has continually worked for Envision for five years, they are eligible for a six-week block of paid additional leave.



*"I love being able to witness the development of my young people throughout the programme. It's heartwarming to visibly see the difference you're making.*

*Being able to coach young people in their skills for their future and raise their aspirations is truly humbling, yet I get to learn from them equally in return."*

**Sarah,**  
**Programme Coordinator (Bristol)**

# Application process

## Terms and conditions

<b>Remuneration:</b>	£15,600-£24,000 pro-rata (26,000-£30,000 full-time equivalent)
<b>Location:</b>	London, Birmingham or Bristol Hybrid working: one day a week in regional office + ad-hoc travel across regions for events and training
<b>Contract type:</b>	Permanent and part-time: 3-4 days per week (0.6-0.8 FTE).
<b>Reporting to:</b>	Communications Manager and part of the wider Philanthropy and Partnerships Team

## Recruitment timetable

Schedule	Milestone
<b>Sun 17<sup>th</sup> May (midnight)</b>	Closing date for applications
<b>Thurs 28<sup>th</sup> May</b>	Round 1 interviews (online)
<b>Tues 2<sup>nd</sup> June</b>	Round 2 interviews (in-person)

# Application process

## Please apply through CharityJob

If you would like to have an informal chat about this role or if you need any further information before applying, our Director of Philanthropy and Partnerships, Robyn, would be really pleased to hear from you: [robyn.mcallister@envision.org.uk](mailto:robyn.mcallister@envision.org.uk).

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and wellbeing of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend safeguarding training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal safeguarding training may result in the role being withdrawn.

## Find us on:

