

Making the Leap.

Role Title	Head of Communications
Reporting to	Director of Strategy and Growth/Deputy CEO
Location	Kensal Green, London, and remotely. Currently three days a week in the office.
Working hours	Monday to Friday, 9.00am to 5.00pm
Salary	£55k per annum
Pension Scheme	10% contribution (5% non-contributory)
Closing Date	29 th March 2024

OVERVIEW

The Head of Communications is responsible for developing and implementing public relations and communications strategies, building and fostering relationships with external stakeholders, coordinating our messaging, and enhancing the organisation's public image and brands. They should have excellent communication skills to produce high-quality press releases, as well as experience of working with journalists. They will also manage the day to day running of the Communications Team, co-ordinating and supervising workload as appropriate, ensuring activity is aligned with the charity's objectives.

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

Influencing

- Raise the profile, credibility & influence of Making The Leap with key individuals & audiences across the private, public & voluntary sectors and within government
- Ensure the charity has the opportunity to shape & influence relevant debates across the wider social mobility landscape, at the appropriate level and on pertinent topics
- Act as a spokesperson and represent MTL, or arrange representation of MTL, in media interviews and at relevant events, policy forums and influential meetings across the private, public & voluntary sectors, ensuring that MTL promotes a consistent message via all of its representatives
- Lead on the development and execution of an external affairs/stakeholder strategy to ensure that the charity is working effectively with external organisations to deliver common communications objectives and to advocate and amplify each other's messages, as appropriate
- Grow the audience for the organisation's podcasts, as a medium to influence the discussion
- Put in place a programme of communications to keep relevant organisations updated on the work of the charity (including designing and organising stakeholder events as necessary).

Communications

- Work in conjunction with appropriate members of the Senior Leadership Team to shape Making The Leap as a leading voice in the space, ensuring consistent messages are delivered at all times
- Devise, in conjunction with appropriate members of the Senior Leadership Team, the overall stakeholder engagement and media strategies which position Making The Leap as a thought leader in social mobility and wider societal change
- Act as a key member of the charity's leadership team, working collaboratively across the team proactively identifying External Affairs opportunities and offering advice and support as needed
- Prepare, co-ordinate and publish briefings and policy statements, as relevant for stakeholder.

Relationship Management

- Working in conjunction with appropriate members of the Senior Leadership Team to proactively create and maintain positive, professional and trusting working relationships with a wide range of people within relevant stakeholder organisations
- Develop and maintain appropriate working relationships with Ministers, MPs and civil servants of relevance to the charity's work
- Work across the charity to put in place a consistent and coherent approach to stakeholder management.

Other

- Manage the day to day running of the Communications Team, co-ordinating and supervising workload as appropriate, ensuring activity is aligned with the charity's objectives
- Ensure consistency with Making The Leap's beliefs, policies and ethics across all aspects of advocacy and external affairs
- Attendance and reporting to the Making The Leap Board and related Committees, as required
- Carry out their duties with due regard to Making The Leap's policies including Equal Opportunities, Health & Safety and Safeguarding Policy
- Comply with the organisation's financial policies and practices as applicable
- Undertake other duties as may be reasonably requested of the post.

PERSON SPECIFICATION

Experience

- At least five years' experience of PR/External Affairs
- A track record of leading a high performing and impactful team
- Proven experience of working with journalists and external in-house comms teams to disseminate messaging
- Good track record of stakeholder management at senior levels across the private, public and voluntary sectors
- A track record of leading an effective team
- Demonstrable ability in building business and strategically rewarding partnerships
- Credibility internally and with stakeholders.

Skills and knowledge

- An ability to understand the organisation's culture and ethos to construct and maintain consistent messaging for the organisation's brands
- Ability to conduct executive level presentations and facilitate group discussions
- Proven negotiation and persuasion skills
- Exemplary influencing skills at all levels of an organisation with the ability to maintain and extend stakeholder relationships and to analyse and provide advice on complex issues
- Excellent time management and attention to detail
- Outstanding communication skills, both in terms of written and oral work, with experience of communicating effectively with a broad range of internal and external stakeholders
- Excellent organisation and project management skills

Personal attributes

- An interest and understanding of social mobility, charity and race equity
- Willingness to join the organisation's shared soul
- Ability to communicate appropriate, concise and accurate information in written and verbal formats
- Ability to understand the needs and priorities of stakeholders (inside and outside the organisation) and the desire to meet their expectations
- Ability to assist team members in reaching full potential through feedback, coaching, development and training
- A willingness to ask questions to inform your understanding and decision-making
- Ability to tackle issues and problems in a logical, step-by-step way
- Desire to ensure accuracy and quality in work delivered
- Tendency to set high goals for self and others, focusing on the delivery of targets, quality and deadlines
- Professional, approachable and compassionate
- A flexible attitude with a curious mindset and ability to keep learning.

If you wish to be considered, please apply via CharityJob with your CV and a covering letter explaining why you are interested in this position and why you want to work for Making The Leap. The covering letter is your opportunity to talk yourself into an interview: please use it.

***Please note: Any application that does not include a covering letter will not be considered.**

Due to the large number of applications we receive, we regret that only shortlisted candidates will be notified.