



# Job pack

## Communications Manager

Salary: £37,000-£40,000

Contract: Full time (35 hours), permanent

Location: Remote with occasional travel as required

# Welcome

## A message from our Co-CEOs

Welcome, and thank you for considering a role with Career Ready.

You're exploring this opportunity at a particularly exciting time for us. We're continuing to strengthen our approach to supporting young people who face barriers to social mobility, helping them build the skills, confidence, and networks they need to thrive.

Your contribution will play a vital part in deepening our impact.

At Career Ready, you'll find a values-driven culture where colleagues feel empowered and know their work makes a lasting difference for young people.

Our programme also bring significant benefits to employers and their people — offering opportunities to develop skills, strengthen organisational culture, and contribute to something that transforms lives.

This partnership approach creates more confident young people, more connected communities, and more socially aware workplaces.

If you're passionate about our mission and have the experience and skills we need, we'd love to hear from you.

You'll find everything you need in this pack.

## A few words from the Chair of our Youth Advisory Board

My journey with Career Ready began over a decade ago - in 2014, as a mentee. I'm passionate about social mobility and giving back, so after I graduated, I became a mentor myself.

As Chair of the Youth Advisory Board, I work with Career Ready colleagues to amplify young voices, drive positive change, and ensure that the charity continues to empower young people.

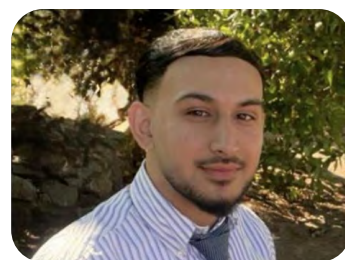
Career Ready gives young people the support and platform they need to reach their future goals.



**Sian Robertson**  
Co-Chief Executive Officer



**Anne Wexelstein**  
Co-Chief Executive Officer



**Ansab Ahsan**  
Chair of the Youth  
Advisory Board

# We are Career Ready

## Who we are

We are a social mobility charity at the heart of a network of employers, volunteers, schools, and colleges. We all work together to invest in young people, boosting their social mobility and unlocking their futures.

## Why we exist

We believe that every young person should have the opportunity to achieve their potential in life. However, the futures of far too many young people are determined by their background, not talent. We exist to help change that.



## What we do

In partnership with employers, we deliver a structured, high-quality programme that connects young people aged 16-18 with workplace experiences and support networks.

Each young person is provided with a professional mentor and paid, four-week internship at one of our partners, as well as taking part in a series of skills masterclasses and workplace visits.

Our programme makes a transformational difference, equipping young people with newfound skills, confidence, support networks, and insights.

## Meet the team

[Watch the video](#) for a glimpse at what it's like to work at Career Ready.



# Our values

Our values represent the core beliefs we hold as an organisation. They show how we work, and what we stand for at Career Ready.



## Trust

We believe in our own, and others', ability to do our jobs well.



## Empowerment

We feel confident and supported enough at work to take ownership of our role within the organisation.



## Bravery

We face challenges with openness, honesty and positivity.



## Collaboration

We work with colleagues across the organisation to achieve our goals.



## Inclusion

We create an environment where everyone feels seen, valued and championed.



# About the role

## Summary

- Reporting to: Head of Communications & Transformation
- Reports: None
- Salary: £37,000 - £40,000
- Contract: Full-time (35 Hours)

## Job purpose

The Communications Manager will play a leading role in driving Career Ready's communications activity, working alongside the Head of Communications and Transformation and colleagues across the charity.

This role will put you at the heart of a range of projects, ensuring that we provide high-quality communications and content that support our programme delivery, stakeholder engagement, and brand awareness.

## Role Responsibilities

### Content and resource production

- Develop and implement a social media content strategy, including day-to-day channel management.
- Bring our impact to life through the creation of video and written case studies.
- Copy writing for our website and other online platforms, as well as email campaigns.
- Update and produce key publications for our programme delivery, including liaising with colleagues and suppliers to oversee design, content, and production in line with our brand guidelines.
- Work independently and with the Head of Communications and Transformation and external providers on the creation of creative media content.

### Stakeholder communications

- Work with the Head of Communications and Transformation and other internal stakeholders to author and distribute stakeholder communications via relevant channels to support partnership and programme delivery.
- Deliver key colleague communications, including staff bulletins and surveys, aligning it to the strategic purpose of the charity and ensuring effective knowledge sharing and staff engagement.
- Support with the delivery of stakeholder marketing campaigns across a range of audiences.

## Brand assurance

- Provide advice and guidance to colleagues to ensure all communications are in line with our brand guidelines and tone of voice.
- Help to develop and implement brand assets for use by all colleagues.

## Wider responsibilities

- The post holder will have additional responsibilities and projects set by the Head of Communications and Transformation, including but not limited to website maintenance, event support, and supporting press and media engagement.

## Person Specification

### Essential skills and experience:

- Demonstrable experience of working in an internal, fast-paced communications-based role
- Excellent planning and project management skills, able to prioritise and meet deadlines.
- Strong writing, editing, and visual skills.
- Video production and editing skills (Adobe Premiere Pro)
- Experience of using Adobe design platforms (InDesign, Illustrator, Photoshop).
- Experience of using email distribution platforms (Campaign Monitor or similar).
- Relevant IT skills, including the Office 365 suite.
- Experience of developing and driving forward social media accounts.

### Desirable skills and experience:

- Well-developed digital skills to help manage our WordPress website.
- Knowledge of relevant legal and regulatory frameworks including GDPR compliance.
- Experience of working effectively in a home-based role

## Location

Career Ready operates a work from home policy with occasional travel required for meetings, visits to programme delivery locations, and events.

For this reason, we request that candidates are based within reasonable travel distance to one of our active delivery regions: [see our map](#).

## How to apply

Please apply through [Charity Job](#) with your CV and a cover letter.

The closing date is Tuesday, 5 May at 9am. Interviews are expected to take place week commencing 18 May.

# Working at Career Ready

## Our benefits

Nurturing and rewarding talent is important to us. We offer the following benefits to all team members:

- 6% pension contribution to personal pension plan, subject to 3% employee contribution
- Annual leave: 27 days per annum plus bank/public holidays. The charity is also closed between Christmas and New Year. Career Ready allows flexible use of some Bank and Public Holidays
- Cycle to Work Scheme
- Access to our Reward Gateway Portal and an Employee Assistance Programme
- Flexible working
- Work from home allowance and paid travel expenses

## How we work

Our colleagues are based remotely, across the UK – but we're well connected across our teams, and across the organisation.

We bring everyone together for our monthly all-colleague Teams calls and an annual in-person event. Our teams and project groups also have additional opportunities to meet and collaborate throughout the year.

Wellbeing is incredibly important at Career Ready. As well as providing an Employee Assistance Programme to support all colleagues, we have a group of wellbeing champions and host regular events and activities.



# Our impact

## Our year in numbers:



**3,319**

young people supported on our programme in 2025



**1,189**

paid internships in summer 2025



**355**

employers providing paid internships in summer 2025



**£1.6 million**

employer investment in young people's skills through paid internship salaries



**3,300**

volunteers supporting young people



**98%** of 2024 alumni<sup>1</sup> are in a positive destination of higher or further education, work, or an apprenticeship 12 months after the programme



**90%** of 2025 alumni feel more confident than they did before the programme, with **70%** saying this was down to Career Ready



**96%** of summer 2025 interns now feel confident making informed career decisions – and 39% have been inspired to rethink their future path altogether



**93%** of 2025 alumni rated their work and career readiness skills a strength by the end of the programme, up from **60%** at the start



**89%** of 2025 alumni<sup>2</sup> feel they have a good network of people who could help them find a job in future, up from **63%** at the start of the programme



**97%** of young people who had a paid internship in 2025 say it increased their knowledge of career opportunities

1. Latest available destination data

2. Latest cohort with full programme impact data

# What young people say...



"Before Career Ready I'd get anxious speaking to new people and overthink things. This has now completely changed.

The support of Emily, my mentor from CBRE, especially when I worked with her during my internship, has helped me grow in confidence and discover that a career in property is what I want to do – and now I am."

**Ellie, alumna from Glasgow.** Now an apprentice at CBRE, where she had a mentor and paid internship



"My internship opened my eyes to the variety of jobs available in the financial sector, ones that I never knew about.

Speaking to my mentor and all the people during my time at Phoenix also taught me that getting to your dream job is not always straightforward.

The skills and lessons you learn on the way are priceless and may lead you to a job that you initially didn't know about but is perfect for you."

**Siyanda from Birmingham,** mentor and paid internship at Phoenix



"The programme supported me to develop my knowledge of how to be in the workplace, alongside the guidance of a supporting mentor and work placement.

Career Ready helped me immensely, and so it was important to me that I give back by becoming a mentor myself.

It's helped me personally and professionally to develop in a short space of time. What you pick up from the students is amazing."

**Matt, alumna from London,** now Senior Marketing Manager at St. James's Place



We look forward to hearing from you.

For more information, please visit  
[careerready.org.uk](https://www.careerready.org.uk)

Career Ready is a Registered Charity in England and Wales 1092891 and in Scotland SC043678

