



<b>Job Title:</b>	2 x Project Coordinator roles
<b>Reporting to:</b>	Senior Programme Manager
<b>Salary:</b>	£25,000 - £29,000 dependent on experience
<b>Contract:</b>	1-year fixed term contract with potential to extend subject to funding
<b>Hours:</b>	Full-time (5 days a week) or part-time (3 - 4 days a week), depending on which role you apply for
<b>Place of work:</b>	Remote, but regular travel to London will be required
<b>Start date:</b>	As soon as possible
<b>Closing date:</b>	9:00 am on Friday 19 April 2024

### **About Media Trust**

At Media Trust, we believe it's by giving everyone a voice that we'll get to a more equal society. That's why we're working with hundreds of charities to strengthen their storytelling, advocacy and campaigning, press engagement and social media. We do this through media, communications and digital skills training delivered in partnership with our media and creative industry partners and by matching media industry volunteers with charities looking for help with content creation and other comms support. At the same time, we are working with hundreds of young people and talent from under-represented communities to give them the skills, access and mentoring to break into the media.

### **About the Roles**

We are looking for two new people to join the Media Trust team as Project Coordinators. We have two positions available, one which can be a full-time or a part-time role, and one which is only available part-time.

These positions are exciting opportunities for people who are passionate about social justice and empowering charities to drive social change through their communications and digital campaigns. We are keen to hear from proactive individuals who thrive on having a varied workload, enjoy planning in-person and online events, and take pride in being well-organised and detail-oriented.

The roles will provide support across multiple programmes which offer training and mentoring to bolster the skills and confidence of charities in strategic communications, social media, and media engagement. Your responsibilities will include administration, logistics, and coordination of

programme and training activities, such as liaising with charity participants, event planning, training facilitation, financial administration, data management, marketing and content creation, impact evaluation, and reporting.

Please specify in your application which role you are applying for, or if you are open to being considered for both roles. Further details can be found in the 'how to apply' section.

### **Project Coordinator – Thematic Programmes (Full or part-time)**

*This role can be full or part-time. If full-time, this would be 5 days a week, 35 hours a week. If part-time, this would be for a minimum of 4 days a week, 28 hours a week.*

This role will provide vital support to Media Trust's strategic communications programmes, which strengthen the communications and media skills of UK organisations advocating for social justice and systemic change. Our thematic programmes support cohorts of charities working in the same area, including equalities and social justice (our [Stronger Voices programme](#)) and environmental and climate issues (our [Communicating Climate programme](#)).

These six-month training programmes are designed to support charities and community organisations to amplify their voice, mobilise support and influence meaningful change. The programmes include in-person and virtual training, mentoring and support from industry experts, and tailored digital resources.

Please note that while this is a remote position, one of the programmes you will support is London-based, with regular travel to London required. Proximity to London will be advantageous for in-person activities.

### **Project Coordinator - Training and Development (part -time)**

*This is a part-time role for 3 days per week (exact days and hours to be agreed), however you will need to be available to work full-time, 35 hours per week, over the key delivery period of 17 June – 5 July 2024.*

This role will be the primary contact for all training inquiries, liaise with charity clients booking onto training courses, maintain our event booking system, coordinate with trainers, support with facilitation of the training sessions, and provide administrative support for Media Trust's training and development team. This role will also support an exciting new project building the skills of charities to use TikTok for social good.

This is an exciting opportunity for someone who is passionate about digital communications and storytelling through short-form content and has a track record of delivering excellent customer service.

### **Key Responsibilities**

- Support the Programme and Training teams to ensure our programmes, training and events are delivered to a high standard and tailored to the needs of charities
- Assist with the outreach and recruitment of charities and community organisations
- Support the planning and delivery of all activities, including coordinating the logistics of online and in-person events, such as training workshops.
- Be the key point of contact for charity participants, supporting them through our training and programmes to ensure high levels of engagement
- Liaise with trainers, volunteers and other project partners
- Coordinate meetings and schedule programme activities
- Maintain up to date programme records in our online CRM system Salesforce and Eventbrite
- Work with our MarComms team to help keep communications about our programmes up to date on our website and social media channels
- Support with financial administration and processing of invoices
- Support with the monitoring, evaluation and programmes, including managing data collected through surveys and monitoring progress against targets

### **What we are looking for in you**

- A passion for supporting charities and community organisations driving social change
- Strong skills in project coordination
- An interest in, and understanding of, communications, media, digital, or campaigns
- Excellent planning, organisational and administration skills and attention to detail
- Experience of organising training or events (these can be in-person and/or online events) and coordinating participants and logistics
- Strong interpersonal skills, you should enjoy working with people and be comfortable speaking in front of groups
- Ability to take initiative, be pro-active, with the ability to prioritise, manage deadlines and manage your own time
- Experience of managing relationships with different kinds of people
- Confident navigating digital technology such as Zoom and Eventbrite
- Strong written communication skills
- Experience in data management and maintaining databases
- Willingness to travel to central London for in-person activities
- A passion for, and commitment to, the aims and values of Media Trust

### **Role-specific requirements:**

Project Coordinator – Training and Development only:

- Experience of content creation using TikTok and CapCut

Project Coordinator – Thematic Programmes only:

- Passion for equalities issues and/or environmental/climate issues

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

We understand that no applicant is likely to perfectly align with every point in the job specification. If you are enthusiastic about this role, passionate about the power of media to drive positive social change, and believe you can contribute to our team, we encourage you to apply. We value diverse perspectives and are committed to fostering an inclusive work environment, so don't hesitate to showcase your unique skills and experiences and what you can bring to Media Trust.

### **How to apply**

Download and complete the [Equal Opportunities form](#) Email a covering letter (max 2 pages) describing how your skills and experience match our requirements, along with your CV and the completed equal opportunities form to: [roles@mediatrust.org](mailto:roles@mediatrust.org).

Please put **Project Coordinator – Both roles, Project Coordinator - Thematic Programmes, or Project Coordinator – Training and Development** in the subject heading of the email.

Please do not apply for the Project Coordinator – Training and Development role if you are not available to work full-time, 35 hours per week over the key delivery period between 17 June – 5 July 2024.

Please also specify in your covering letter which Project Coordinator role you are interested in, or whether you would like to be considered for both roles. Please tailor the skills and experience you include accordingly.

Please also let us know where you heard about the vacancy.

We aim to represent the communities we support. We encourage applications from individuals from ethnically diverse backgrounds, LGBTQIA+ individuals, those from working-class backgrounds, as well as Disabled people and those living with mental health conditions.

We are happy to make reasonable adjustments for applicants who need additional support at any stage of the recruitment process – please just get in touch at [roles@mediatrust.org](mailto:roles@mediatrust.org) to discuss.

**Closing date: 9:00 am on Friday 19 April 2024**

First round interviews: Week commencing 22 April 2024

Second round interviews: Week commencing 29 April 2024

### **Working at Media Trust**

Media Trust is an ambitious charity, full of passionate people. We are a small and dynamic team that works collaboratively and supports each other in a fast-paced environment. We are looking for motivated, agile and value-driven people to join our team. In return we offer:

- Remote working
- 30 days annual leave (plus bank holidays)
- Flexible hours, to be agreed with line manager

- Pension contributions
- 2 volunteer days each year
- Attend two Media Trust Open courses each year at no cost to you

### **Flexible Working at Media Trust**

Media Trust values and respects all differences in people (seen and unseen). One of the ways we do this is by actively encouraging staff to work in ways that best suit their needs and our flexible working policy outlines many of the options available, such as part-time and term-time working, job sharing, home working and working compressed hours. Please talk to us at the interview about the flexibility and equipment or other support you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

Media Trust values diversity and is an equal opportunities employer.  
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