



Leading the way
for charity finance

Your next move

Working for CFG

Communications
Officer

April 2024



Good to meet you!

Let's get to know one another

If you're here then you're probably thinking about working for CFG. But who are we and what do we do?

Charity Finance Group (CFG) is the charity that supports all other charities to make the biggest difference possible. We do this by helping them to make their money and resources go further, by putting financial leadership at the heart of their decision-making.

We strive to up-skill the sector, and we work together as a community to create a more supportive environment for charities to operate in.

We work and partner with thousands of brilliant people...



Meet the CFG Team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the table, wherever that's located.

We do this with a sense of humour and in a friendly, supportive environment, whether from home, a remote desk space nearby (we will help find one if needed) or from our serviced office in London.

Wherever we are, we make great things happen together!



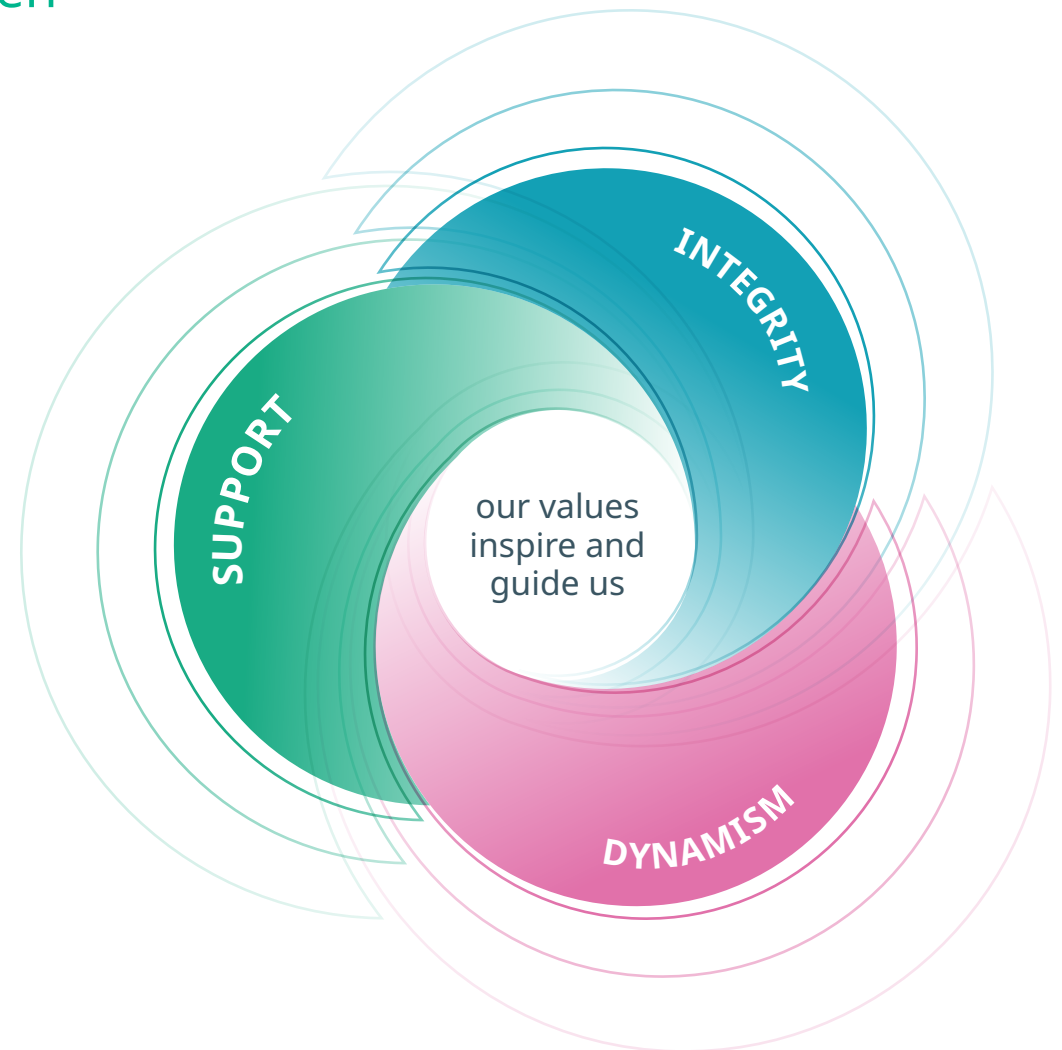
CFG's values

Together, we make great things happen

At CFG, we put our shared values at the heart of all that we do. Integrity. Support. Dynamism.

We believe that people perform at their best when they are happy at work. So, we strive to create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not. When we get this right, we achieve brilliant results together, making CFG a truly inspiring and enjoyable place to work for everyone.



Why work for us?

Here are just some of the benefits...



The most productive, successful and enjoyable organisations to work for are the ones that champion diversity, collaboration, innovation and creativity.

There's lots of potential for development and progression at CFG and within the wider charity sector. We offer superb benefits, including a generous pension contribution, flexible working, four paid volunteering days and access to our 24-hour, free and confidential mental wellbeing platform, Plumm.

So, what role are we looking to fill right now? And who are we looking for? Read on...

Who are we looking for?

Communications Officer

Salary: £30,850

35 hours per week, Monday to Friday

12 months' fixed-term contract

Remote, with attendance at regular team and all-staff days (travel costs paid direct by CFG)

We are looking for someone who is eager to develop their career in corporate and external comms.

You will be passionate about the positive impact great communications has on an organisation and the people and communities it works with.

A natural communicator with meticulous attention to detail, you enjoy producing communications and content that professional people want to engage with.

You will support the Policy and Communications Directorate with timely and relevant output, whether in the form of a news story, video or podcast.

Location

This role is remote first, whether at home or a suitable location near you (if home is not suitable). We work remotely but are required to attend quarterly staff away days, and ad hoc meetings and events. Travel costs are paid up-front by CFG.

Job description **Key responsibilities**

As a member of the communications team and part of the Policy & Communications directorate, you will support the Communications Manager and Digital Manager and contribute to the delivery of the communications and digital strategies, by:

- Creating, commissioning and distributing high-quality, relevant content and spotting opportunities for storytelling.
- Ensuring CFG is engaging and communicating with its audiences through a variety of channels and mediums.
- Managing editorial processes and supporting with internal communications.
- Attending meetings and events to gather content, build networks and support the growth of CFG's memberships and communities.

Relationships

- Part of CFG's Policy and Communications Directorate
- Reports to Communications Manager.
- Works closely with Communications Manager, Digital Manager and Policy Officer.

General

- Develop knowledge and experience of communications tools and techniques relevant to CFG's operations.
- Use insight from colleagues and develop understanding of the diversity of CFG's audiences and communications needs.
- Support the delivery of CFG's communications and digital strategies.

Job description **Key responsibilities**

Communications

- Develop and compile newsletters and publications.
- Support CFG's external communications function with news and press release drafting.
- Upload content to the website and ensure best web practice.
- Work with directorate team members to prioritise communications tasks.
- Plan and deliver agreed activities.
- Work with the Communications Manager to ensure a steady flow of engaging learning content and news updates.
- Capture and collate communications data and produce meaningful reports.
- Work with the Digital Manager to share communications data internally.
- Work closely with CFG colleagues to ensure insight from our members and the wider sector informs our communications work.

- Support adherence to brand guidelines across the organisation and externally.
- Meet with external members and partners to develop content ideas, stories and products.

Administration

- Provide administrative and operational support to colleagues as required.
- Work with colleagues to maintain and develop CFG's database of contacts, to support engagement and content distribution.

Internal communications

- Contribute to CFG's internal communications planning and delivery.
- Support the development of the new internal Content and Comms Board.

Job description

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• No formal qualifications are required.• The candidate will be required to demonstrate excellent written and verbal use of English.• The candidate will be required to be competent in mathematics, as using statistics is part of the role.	
Experience	<ul style="list-style-type: none">• Experience of working or volunteering in a communications role.• Experience in a content production, writing or journalism role.• Ability to write for different audiences.	<ul style="list-style-type: none">• Experience of the charitable and voluntary sector through work or volunteering.• Experience of working with professional communities, for example in a B2B or membership environment.
Knowledge/ understanding	<ul style="list-style-type: none">• Knowledge of communications theory and practices.	

Job description

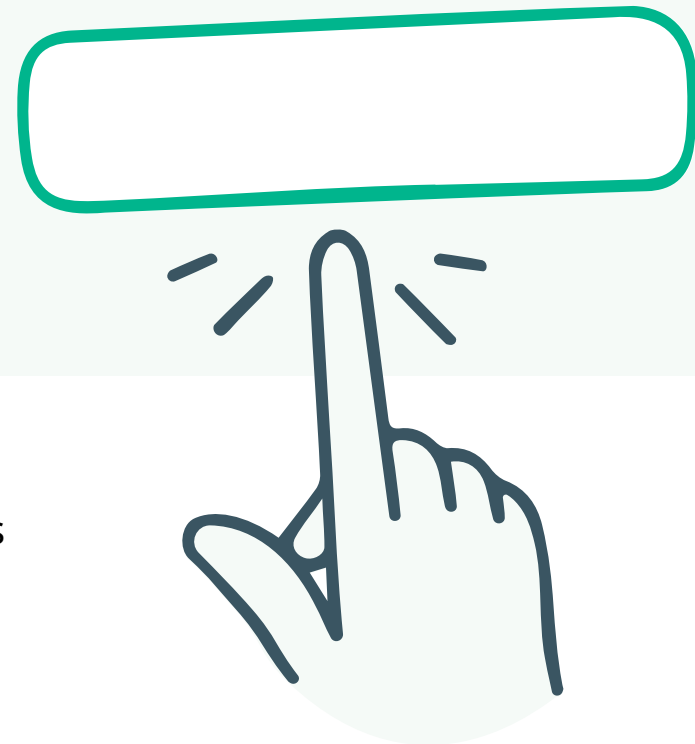
	Essential	Desirable
Skills/ability	<p>Ability to</p> <ul style="list-style-type: none">• self-organise and use initiative.• think creatively, seek ways to dismantle or overcome barriers and evaluate options effectively.• focus on quality, with a good eye for detail.• communicate effectively with a wide range of people.• work collaboratively across a small team. <p>Skills in using</p> <ul style="list-style-type: none">• Microsoft 365 tools, including Word, Excel, Outlook.	<p>Skills in using</p> <ul style="list-style-type: none">• Mailchimp or similar email marketing platform.• digital design and production tools e.g. Canva, Adobe CS.• content and social scheduling and listening tools e.g. Loomly.• content management systems (CMS).
Other	<ul style="list-style-type: none">• Commitment to personal and professional development.• Commitment to working in alignment with CFG's values and behaviours.• Willingness to work outside core hours occasionally.	

Don't delay! Apply today

You're one step closer to a fantastic job...

You're still here? Great! Before you tell us about you, please make sure you've read the full job description.

Please visit our recruitment page to submit your application which will be anonymised (external website).



Recruitment timeline

Midday (12pm), Tuesday 14 May: Deadline for applications

Tuesday 14 May - Friday 17 May: Task stage

Friday 17 May - Friday 24 May: Interview stage

By Wednesday 29 May: Offer of role to selected candidate

Our selection process includes the completion of a task (remote). Following successful completion, you may be invited to the interview stage. If you would like to find out more, please email the team to arrange an informal discussion: vacancies@cfg.org.uk. We'd be happy to chat through the process with you and answer any questions you might have.

Thank you

We value your time and interest

Finally, thank you for your time and interest. We will be in touch as soon as possible, but please bear with us while we take time to read your application – we are a small team!

If you are shortlisted for interview, we will get back to you and share more details about the next stage. We try our best to contact every candidate but if you do not hear from us within three weeks of submitting your application, please assume you have not been successful on this occasion. But please keep an eye on our website for future vacancies!

In the meantime, please head to our website to find out more about CFG. We wish you the best of luck in your application!



Good to know

Website: cfg.org.uk

Careers with CFG: cfg.org.uk/work_with_us

Job enquiries: vacancies@cfg.org.uk



#NonGraduatesWelcome

