

## Partnerships & Communications Officer - Job Description

- 5 days a week, £24,000 per annum
- Responsible to: Head of Partnerships
- Location: Camden Collective, Camden Town (*currently majority working from home with a phased return to the office due to Covid-19*).

Camden Giving was established in 2017 as a place-based giving initiative that works with people who live and work in Camden to overcome local inequality. We provide grants, give strategic volunteering support and raise awareness of inequality in Camden. This is an exciting role to shape partnerships at an ambitious organisation who believes there is a better way of creating equity in communities. You'll be at the heart of helping people who live and work in Camden to work together to make Camden a fairer place.

The Partnerships & Communications Officer will work between businesses and local grassroots organisations, supporting with the administration of corporate volunteering, fundraising, as well as storytelling the community connection created by Camden Giving between grassroots organisations and businesses.

The role will support our Head of Partnerships, liaising with corporate volunteers, grassroots charities who have volunteer roles to promote as well as supporting small businesses who want to engage with fundraising. The role encourages creativity and a willingness to try new ideas, with storytelling on social media, sharing impact with donors and helping build new connections key.

The Partnerships & Communications Officer and Head of Partnerships will work together on corporate volunteering and fundraising to meet the following aims:

- Benefiting people who live in Camden
- Benefitting businesses and their employees
- Contributing towards Camden Giving's 'core costs'

This is a full-time post, 5 days a week (35 hours per week, usually 9am to 5pm), flexibility of days, working from our offices.

### Key Tasks

#### **Corporate Volunteering**

- Support with developing opportunities for employees at local businesses to volunteer with Camden Giving projects to increase their impact.
- Work with Camden Giving projects to identify new opportunities for volunteering support.
- Keep up-to-date with other corporate volunteering initiatives in Camden to ensure Camden Giving is adding value.
- Keep volunteer database and comms up-to-date, working with the Head of Partnerships to streamline systems.
- Co-ordinate feedback from employees on the impact of volunteering
- Help Co-ordinate events to raise awareness of opportunities for employees and/or grantees.

## **Fundraising**

- Develop opportunities for businesses to contribute towards Camden Giving's 'core costs', particularly from smaller businesses.
- Support the Head of Partnerships with a fundraising target – e.g through administration, social media, emails and communication with businesses etc.
- Help with the coordination of fundraising initiatives, such as Camden Giving Week, challenge events as well as celebratory events and “moments”.
- Help increase online donations from individuals and businesses through various channels, particularly volunteers (e.g through payroll giving).

## **PR, Marketing and Communications**

- Contribute to social media, marketing, events and the Camden Giving website, helping to raise our profiles and reach new audiences.
- Expand Camden Giving networks through social media channels, in particular through creative story-telling and sharing impact.
- Coordinate content outlining opportunities/events through appropriate channels.
- Support with co-ordinating events for Camden Giving and the wider community.
- Update and manage contact database for employees and businesses

## **Other Responsibilities**

- Be available occasionally outside of normal working hours to support to represent the team with delivery of various Camden Giving events and activities.
- Work as part of a small team to achieve Camden Giving’s overall aim of creating a fairer society.
- You may be required to support with other tasks that aren’t directly linked to this role, including general administration such as filing expenses, updating mailing lists, ordering marketing items, answering general correspondence queries.
- Effective and regular communication with the Camden Giving Team
- Support wider Camden Giving and grants administration tasks at peak times.

## Skills and Experience

1. Experience in the private sector / income generation of some kind.
2. Experience of marketing & creative storytelling (e.g using social media platforms).
3. Experience of customer service, being customer-faced or working with the general public in some way.
4. Experience of managing data (e.g in excel and/or salesforce) and of administration.
5. A basic understanding of social and political trends.
6. Excellent planning and organising skills.
7. A commitment to Camden Giving’s purpose, goals and values.
8. A connection to the borough of Camden.

## Desired Skills and Experience

9. Lived experience of inequality in Camden.
10. Technology & Digital skills.
11. UK Charity sector knowledge on a local level.
12. Volunteer support experience.

### Person Specification

1. Creative and enthusiastic approach to projects
2. Able to work with a wide variety of stakeholders from different sectors
3. Excellent communication skills
4. Good attention to detail
5. Flexible approach to achieving goals as part of a team
6. Able to work without supervision
7. The ability to work in a small team, to direction and autonomously.