

JOB DESCRIPTION

Job Title:	External Relations Officer
Scale / Salary:	£20k
Responsible to:	Policy Communications Manager
Pension:	5% employer's pension contribution
Annual Leave:	28 days per annum plus bank holidays
Location:	Central London
Hours of work:	37.5 hours per week Normal office hours are 9.00am to 5.30pm but this role will involve some agreed out of hour's activity (occasionally at weekends) and working away from the office and home.

MAIN PURPOSE OF THE JOB

The Citizenship Foundation is an independent educational and participation charity that aims to empower individuals to engage in the wider community. The External Relations team sits at the strategic heart of the Foundation and the External Relations Officer will provide support to the team in developing and implementing fundraising, media and events plans. Responsibilities will be split between fundraising activities, event organisation and communications.

As the Foundation celebrates its 20th year, this is an exciting time to join us and a fantastic opportunity for the right candidate to develop the role.

MAIN DUTIES & KEY RESPONSIBILITIES

Fundraising – 50 per cent

- Tailor project proposals to funders' interests and requirements;
- Maintain the cycle of core appeals and write new appeals for core funding;
- Contribute to donor intelligence about new funding prospects;
- Developing other communications materials and plans to maintain close relationships with funders.

Communications – 30 per cent

- First port of call for media enquiries;
- Maintain the media database;
- Support email and online communications with stakeholders;
- Write Foundation Update, the Foundation's monthly e-newsletter;
- Where appropriate, support the writing and review of media materials for the Citizenship Foundation's programmes;

- Promote blogging and interactive elements of the Citizenship Foundation's corporate web presence.

Events – 20 per cent

- Manage logistics of central events relating to the policy work of the Foundation
- Work with programmes teams to maximise opportunities for stakeholder engagement at programme events;
- Maintain a calendar of internal and external events and important developments in the public agenda.

Other – Organisation Wide

- Attendance at one or more thematic working groups;
- Contribute to organization-wide initiatives, such as occasional support at project events.

PERSON SPECIFICATION

Job Title: External Relations Officer

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria
Education Training and Experience relevant to post	E	Graduate or equivalent qualification or experience analysing complex information
	E	Experience of working (paid or voluntary) in a busy external facing team or organisation
	D	Experience of work (paid or voluntary) in the not for profit sector
Skills Abilities Knowledge	E	Excellent standard of oral and written English
	E	Excellent attention to detail
	E	Commitment to working in the not for profit sector
	E	Excellent organisational skills
	D	Experience of administration
	D	Understanding of Citizenship Education and participation and/or a motivation to develop an excellent understanding.
	D	Experience of writing proposals or marketing materials, or of working with the media
	E	Proficient office skills
	E	Good persuasive writing skills and an ability to think conceptually

