

Communications & Engagement Coordinator

Job Description

CONTRACT TYPE: Permanent

SALARY RANGE: £22,000 - £25,000

REPORTING TO: Director of Programmes

LOCATION: Currently remote

DEADLINE: 9am on 22nd October 2021. You will be contacted on 25th October.

Tzedek is founded on Jewish values working to break barriers to justice by reducing extreme poverty and accelerating global development in our focus regions. Achieving a just world is only possible with the participation of everyone.

The Communications and Engagement Coordinator will play a vital role inspiring British Jewry to contribute to this mission. They will engage the community with Tzedek's work and mission through education and online content.

We are a small, tightknit team, and this varied role will involve working closely with colleagues on different projects, including education programmes, fundraising and communications. Our dedication to social justice applies to everything we do, including our day-to-day work as a team. We are proud of our transparency, accountability and consideration of one another, and want to find someone who shares these values.

Key roles and responsibilities

- Develop and manage communications calendar and schedule
- Ensure all outputs are ethical and meet best practice
- Create and post content for social media, including Instagram, Twitter, Facebook and LinkedIn
- Write newsletters, email appeals and thank you letters discussing Tzedek's work, poverty and other social justice issues
- Manage and update website content
- Support creation of annual review and design of other publications or graphics
- Manage donor and fundraising data
- Write communications for fundraising events
- Support the team with fundraising event logistics
- Support the Director of Programmes in planning and delivering education and awareness sessions in the community
- Manage communications and logistics (including recruitment) for education programmes
- Support with the writing of proposals for grants for trusts and foundations

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Requirements

Essential:

- Interest in social justice and awareness of social justice issues, specifically global poverty and/or international development
- Strong written and verbal communication skills
- Team-player mentality and willingness to be flexible
- Creativity
- Self-motivation and the ability to work independently
- Strong time-management skills and close attention to detail

Desirable:

- Facilitation or informal education experience
- Experience of graphic design and graphic design software such as Canva or InDesign
- Knowledge of the UK Jewish Community and Jewish learning
- Open to travel within London, the UK and potentially abroad

Tzedek welcomes applicants from any background and career journey. We know from frequently cited statistics that women and members of structurally marginalised and/or underrepresented groups often only apply for jobs when they meet 100% of the specifications. No applicant will meet 100% of the requirements, so if you care about our mission and are eager to learn, we encourage you to break this statistic and apply.

To read more about our benefits and values, please [click here](#) to view our Compensation Philosophy.

Please send a CV and covering letter to leanne@tzedek.org.uk. This can be in Microsoft Word or PDF format. We will respond to all applications.

If you have any questions or would like to understand more about the role before applying, our Director of Programmes, Leanne, would be very happy to set up a time to speak. Please email leanne@tzedek.org.uk.