



# **Campaign Executive Job Pack**

## **Campaign Executive**

### **Who we are:**

The Aldridge Foundation is a charity that believes passionately that all young people, whatever their backgrounds, should have an equal chance at life. The Foundation aims to inspire and equip young people with the skills they need to take control of their futures, to create better academic, work and life pathways, experience greater social mobility and lead the productive lives they choose.

The Foundation develops and delivers a number of inspiring programmes for young people from disadvantaged backgrounds. We are looking for a passionate and talented individual to join our small, friendly team and help make a real difference to the lives of the young people we support.

You will have some skills and experience that can immediately add value to our key programmes and our fundraising activities but you'll also be hungry to add to your experience and skill set and grow your career.

**Contract type:** Full time, permanent

**Location:** A mix of office based (8 City Road, London EC1Y 2AA) and remote working. On occasion, travel to Aldridge schools may be required (including overnight stays)

**Working hours:** 9am – 5.30pm (occasionally flexibility may be required)

**Salary:** £26,000 to £31,000 salary depending on skills and experience

**Holiday:** 25 days holiday plus bank holidays

### **The role:**

This is a varied, interesting role for a proactive individual keen to work across and gain experience in a number of different initiatives every day – no two days will be the same.

The ideal candidate will be a confident, proactive 'all-rounder' who will be able to hit the ground running and will be more than happy to muck in when necessary in order to get the job done. You may have had a lot of experience in one skill area and be looking to broaden your skills with the support of a team.

They will also have strong IT skills, including working with a variety of hardware and software systems that support programme management and remote working (e.g. Google, Zoom and Teams meetings).

If you are excited by the opportunity to work on a variety of projects and develop your project management and communications skills and ultimately help change the lives of the young people we work with, then we want to hear from you!

## **More about the role:**

### **Responsibilities include but are not limited to:**

#### **Communications:**

Supporting the Communications and Programmes Manager to create a wide range of materials to celebrate, promote and raise awareness of the Foundation's work including:

- Engaging content for multiple social media platforms
- Blog posts / news items for Foundation's websites
- Programme impact reports
- Newsletters
- Building a library of photography and videos
- Working with key contacts in the school to identify good case studies and news items
- Helping to identify external news items and reports that the Foundation should comment on to build its voice

#### **Programme management support:**

Supporting the Communications and Programmes Manager to ensure that Aldridge Foundation programmes are successfully implemented into the schools we support – from planning through to evaluation phase, this includes:

- Working closely with the CEO and delivery partners
- Attending and contributing ideas to planning meetings
- Liaising with key contacts within schools
- Creating resources and communications
- Attending and supporting events
- Collecting feedback / evaluation following programmes

#### **Fundraising support:**

- Undertaking research to support fundraising meetings and bid proposals
- Supporting the writing of / compilation of information for funding bids
- Attending / supporting events

*As a small effective team, we all pick up additional tasks and cover for each other during leave and other absences – this provides a good opportunity to gain a wider insight into different roles within the charitable sector.*

## **Experience required**

### **Required professional experience and skills:**

- Ability to work independently, self-manage and meet deadlines and work well in a team
- Strong written and oral communication skills
- Experience of desk research
- Ability to communicate with staff and stakeholders of varying seniority
- Proficient in Microsoft office (Word, Excel, PowerPoint, Outlook)

## **Desirable professional experience and skills:**

We expect candidates to have experience in at least one of the following areas:

- Experience of using various virtual conferencing / collaboration platforms (e.g. Zoom, Teams and Google meet)
- Experience of using image and video editing software
- Experience of using, and creating content for a range of social media platforms
- Experience of using CRM systems
- Experience of using web content management systems
- Previous work in charitable or social enterprise organisations
- Experience of working in a small team or startup environment

We welcome applications both from graduates and those with other qualifications and career experience. We believe the best candidates will have developed relevant job skills and experience in a variety of ways.

## **Personal attributes:**

- Empathy with the aims and ethos of the Aldridge Foundation
- Adaptable, positive team player who thrives on multitasking and embraces new opportunities
- Able to prioritise workload effectively
- Resourcefulness, flexibility and willingness to learn and try new things
- Efficient and effective, good at prioritising a continuously changing workload
- Organised and detail-oriented
- A positive outlook and enthusiasm for the work we are doing

## **How to apply - Deadline:**

Please send your CV and cover letter of no more than two sides of A4, clearly explaining your suitability for the role against this role description via email to: [hello@aldridgefoundation.com](mailto:hello@aldridgefoundation.com)

Only applications that contain both a CV and cover letter will be considered for this role.

Shortlisted candidates will be invited for interview at our offices (8 City Road, London EC1Y 2AA). In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process.

**The closing date for applications is Friday 10 December 2021**, however please note that we will be interviewing candidates on a rolling basis as applications are received and therefore the position may be filled in advance of the closing date.

All applicants must be able to prove their eligibility to work in the UK.

The Aldridge Foundation is fully committed to equality, diversity and inclusion in our sector. We welcome all applicants, regardless of race, colour, religion, national origin, sex, ability or gender identity.

**Thank you for your interest in this role.**

No Agencies, please.