

JOB DESCRIPTION

- Title:** Learning, Knowledge and Communications executive
- Accountable to:** Chief Executive Officer
- Responsible for:** Communications Assistant (intern) or equivalent, as needed.
- Key Relationships:** *External:* Current and potential donors, newsletter subscribers, designers, print suppliers, project partners, scholars, alumni.
Internal: All other colleagues in the UK and South Africa, including Board members.
- Job Purpose:** The post-holder will be responsible for generating learning and knowledge within the Trust and communicating such information externally in order to develop the Trust's profile. S/he will also be a key point of contact with donors and supporters of the Trust.

Specific Responsibilities:

Generating learning

- Research and keep under review the Higher Education-related needs and opportunities in selected countries in the southern Africa region, and assist with conceptualising/designing country-specific programmes. For example, currently it is hoped that the post holder will help to:
 - develop a Zimbabwe-focused scholarship programme, and
 - prepare a strategy for support of 'historically disadvantaged universities' in South Africa.
- Assist the Scholarships Team in organising the Annual Conference and other scholar events, for the maximum benefit of scholars, alumni and the Trust.
- Strengthen Monitoring, Evaluation and Learning systems across the Trust and particularly for the Scholarship Programme (in conjunction with Scholarships Manager) & Alumni programme (in conjunction with SA Manager).
- Play a part in getting to know the work of current and former scholars and project partners, with the aim of disseminating and publicising their achievements.

Using learning (communications)

- Continue to refine a communications strategy and implement it across all platforms, including social media and the Trust's website, ensuring the latter is kept fresh and up to date.
- Coordinate the input of other team members to produce high quality electronic and printed newsletters, annual reviews and other similar reports, commissioning design and print services where necessary.
- Proactively seek and respond to news opportunities to help build the Trust's profile.
- Inform new and potential funding bids (working with the Fundraising Officer, Fundraising Consultant and CEO) and assist with donor reporting where appropriate.
- Assist with reviewing the effectiveness of the Trust's civil society partnerships.

Organisational

- In conjunction with the finance manager, ensure the organisation's database is kept up to date and functions as an effective fundraising and communications tool.
- Develop the support base of the Trust by using effective 'nurturing' communications aimed at key stakeholders, devising regular appeals to individual donors, and organising occasional events.
- Manage modest publicity budgets and sign off on appropriate expenditure.
- Support a Communications assistant if recruited (an intern).
- Prepare quarterly progress reports for the CEO.
- Attend team meetings, contributing and reporting back as necessary;
- Participate in other Canon Collins Trust activities or tasks, including administrative, as required to ensure the smooth operation of the organisation.

PERSON SPECIFICATION

Essential

- Bachelor's degree in any discipline.
- An interest in and general knowledge of development issues in southern Africa.
- Some experience of Monitoring, Evaluation and Learning practices.
- Excellent written and verbal communication skills with the ability to produce very readable materials and persuasive proposals to a consistently high standard.
- Competence in the use of social media, email, office and database applications.
- Excellent organisational skills and attention to detail.
- Self-motivated with an ability to prioritise and manage a sometimes conflicting workload, and absorb large amounts of information easily and accurately.
- The maturity to analyse complex and sometimes politically sensitive issues against a multi-cultural backdrop.
- The ability to work as part of a team, helping to develop and work towards shared goals and objectives.
- The ability and willingness to travel to southern Africa about twice a year for 2-3 weeks at a time.

Desirable

- Some experience of PR/fundraising/events within a comparable organisation.
- Some knowledge of the education, economic and social contexts of southern and South Africa.
- Experience of working on social justice issues, possibly in a volunteer capacity.
- Research experience.

Notes:

In addition to the responsibilities mentioned, the post will occasionally entail duties outside normal working hours.

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TERMS AND CONDITIONS

Salary:	£25,000 - £29,000 pa depending on experience.
Hours:	35 hours per week. Normal office hours are 9.30 to 5.30 with one hour for lunch, although some flexibility is permitted.
Holidays:	25 working days pro rata per annum, including up to three days specified by the Canon Collins Trust, plus statutory holidays.
Probation:	The probation period is 4 months.
Pensions:	Canon Collins Trust will make a 6% contribution to your chosen pension programme after the successful completion of your probation period.
Notice period:	One month either way during the probation period rising to two months thereafter.
Disabilities:	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities. There is a passenger lift to all floors in the building and WCs are wheelchair accessible.
Location:	The job is based in Canon Collins Trust's office in Vauxhall. Occasional overseas travel will be required.

Please note: YOU MUST ALREADY HAVE THE LEGAL RIGHT TO WORK IN THE UK. The Canon Collins Trust is unable to sponsor visa applications for overseas applicants due to cost and the likelihood of rejection. Please do not apply if you do not have the right to work in the UK.

Canon Collins Trust aims to be an Equal Opportunities Employer

HOW TO APPLY

Please send your CV and a supporting statement of no more than 2 pages to the CEO, stuart@canoncollins.org.uk by the close of business on **Monday 22nd January 2018**. Your supporting statement should demonstrate why you are suitable for the role, and should address the Person Specification above.

Interviews will take place on Monday 5th February in Vauxhall, London.

If you are shortlisted for interview, you will be contacted about a week beforehand. If you have not heard from us by 1st February it means your application was not successful. Unfortunately we do not have the resources to contact everyone and we will only be able to give feedback to those who are interviewed. Thank you for your understanding of this.