

Communications and Administration Officer

Reports to: Chief Executive

Salary: £28-30K (depending on experience) plus generous benefits

Location: Freemasons' Hall, 60 Great Queen Street, London WC2B 5AZ

The RMTGB is a national charity funded by English Freemasonry. It supports disadvantaged children and young people who are in full-time education.

An opening has arisen for an enthusiastic, creative and organised individual to work closely with the Chief Executive and Fund Raising Manager to develop and implement the charity's communications strategy.

The successful candidate will take responsibility for improving communications with the Charity's principal stakeholders, particularly potential beneficiaries and existing or potential donors. They will also assist the Chief Executive in the daily administration of the charity and in particular, co-ordinate and service various Trustee Committees.

Exceptional communication skills are essential as you will need to address a wide variety of audiences both in person and in writing.

You will be self-motivated and able to organise your work to progress regular, longer term activities as well as taking advantage of opportunities as they arise.

A flair for drafting persuasive copy, the ability to produce accurate documents which are right first time, a positive approach to building relationships and a genuine desire to work in the charitable sector are essential.

To apply, please forward your CV together with a covering letter to:

Su Nicholson
Office Manager, RMTGB
Freemasons' Hall
60 Great Queen Street
London, WC2B 5AZ

Your covering letter should provide examples of how you meet the person specification. Please note that CVs sent without a covering letter will not be considered.

If you would like any further information, or have any questions, please call.... On 020 7405 2644

Closing date: 13th April 2010

ROYAL MASONIC TRUST FOR GIRLS AND BOYS

Background

The RMTGB is a national charity funded by English Freemasonry. It supports disadvantaged children and young people who are in full-time education.

The Trust was formed in the 1980s, bringing together the Royal Masonic Institution for Girls and the Royal Masonic Institution for Boys, which had existed separately for nearly 200 years.

The Trust has a staff of 35. About half are concerned with welfare and supporting beneficiaries, and the other half with raising funds and finance and property administration.

The Communications and Administration Officer is relatively new position at the RMTGB so the postholder has significant scope to develop the role. The postholder reports directly to the Chief Executive and will have regular contact with Trustees.

At fixed points each year, the RMTGB produces a number of key publications and the postholder is expected to present ideas and drafts to continually improve the quality and effectiveness of the documents year-on-year.

The Communications and Administration Officer will work closely with the Fundraising Manager. The postholder will play an active part in promoting the work of the charity in the Provinces and will oversee new initiatives such as the Ambassador Scheme; which organises volunteers to raise awareness and promote the work of the RMTGB in their areas.

Principal responsibilities:

- Plan the charity's PR work and implement agreed actions from the charity's PR and Fundraising Committee.
- Research, source and write effective copy for all communications; annual reviews, appeal booklets, diaries, newsletters, press releases and other promotional material.
- Research, develop and recommend new initiatives to promote the charity and improve awareness of its objectives.
- Provide administrative support to the Chief Executive, particularly in relation to servicing committees (including minute taking).
- Contribute to articles and speeches and provide briefings for Trustees, Council and the Executive Team.
- Act as an ambassador for the charity and make presentations to a wide range of audiences.
- Manage and update the charity's website with suitable content which promotes the RMTGB and its work in the best possible light.
- Coordinate the production of management briefings for Trustee Committees.

Person specification:

- Ability to draft clear, persuasive and accurate copy for a range of different products and audiences.
- Strong organisational skills, with the ability to work on your own initiative, to manage competing priorities effectively and meet deadlines.
- Excellent presentation skills, with the confidence to address a wide range of audiences.
- A positive approach to working together with other teams and individuals and the ability to develop and maintain strong working relationships.
- Good IT skills, especially in Microsoft Office applications.
- A genuine concern for the wellbeing of children and young people and a desire to work in the charitable sector.

Essential qualifications:

- A background in communications.
- A degree, or equivalent work experience.

Desirable skills and experience:

- Experience and knowledge of administration in the charity sector, with an understanding of charity structures and Charity Commission requirements.
- Awareness of child poverty and welfare reform.
- A-level English.
- Research skills.
- A clean driving licence and access to own transport.