



## Job Description

# Communications Coordinator

<b>Contract Type:</b>	Fixed-term (two years) – possible extension dependent on funding
<b>Hours:</b>	28 hours per week (full time), Mon-Thurs
<b>Location:</b>	The work is predominantly based in the London Borough of Barking & Dagenham, where we have office space and deliver programmes; you will be able to work from home some of the time. You will, occasionally, be required to attend meetings, events, or activities outside of the borough.
<b>Salary:</b>	£30,000 - £34,000
<b>Annual Leave:</b>	26.5 days per year (inclusive of Bank Holidays), and Christmas closure at the company's discretion
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• 4 day work week (Fridays off with no salary sacrifice)</li> <li>• 5% employer ethical pension contribution</li> <li>• Cycle to work scheme opt-in</li> </ul>
<b>Probation Period:</b>	Six months
<b>Reports to:</b>	Senior Programmes Manager

## Welcome

*Do you believe that East London's future should be shaped by the people who live here? Be part of a team that is making that happen through creative and inclusive participation.*

*BD Giving is looking for a communications co-ordinator, with a focus on digital comms, who is creative, has a sense of curiosity, can take the initiative, and work to tight deadlines. You will be working with the team to*

*ensure people know about BD Giving and what we do, using digital comms and social media to tell our story, and spotlight our programmes, opportunities and events.*

## Who we are

We are a small, creative and highly passionate team with the ambition to revolutionise the way funding works.

We want to see a world where communities are empowered to identify and prioritise the issues that matter most to them and have the agency to channel resources towards meaningful change.

To make this happen, we collaborate with residents — building networks and unlocking resources to supercharge initiatives and practical solutions.

We have a superb office space and regularly deliver programmes across the borough. Our core hours are 10:00am – 3:00pm . Due to the nature of community work, some evenings and weekends are required but you will have sufficient notice. At work we show up and go the extra mile, but we also operate on a four-day workweek, so there will be an extra day to your weekend to recharge.

We want to see a world where communities are empowered to identify and prioritise the issues that matter most to them and have the agency to channel resources towards meaningful change.

## Job Description

Drive the organisation's strategic goals by developing and implementing efficient standards, processes and best practices for communications. This role ensures the delivery of high-quality, audience-focused content across digital channels, with a focus on timelines and measurable impact.

We are seeking someone with a curious approach - to ask the right kind of questions to help us tell our story so local communities can better understand what we do and get involved. You will work within the Programmes team to collaborate on how we can bring all of our programmes to life so we're continuing to reach new audiences and to strengthen relationships with the local social sector.

## Duties and Responsibilities

- Contribute to BD Giving's success by embodying a culture of excellence and continuous improvement ensuring BD Giving has the

communications support it needs to connect with its audiences and deepen its impact

- Be the driver of the organisation's communications, ensuring opportunities and needs are identified, assessed, and actioned within agreed timelines
- Ensure all digital communications are measured in a timely and meaningful way. Collecting, storing, sharing and analysing data on the work done so that we can evaluate, report and improve on it
- Manage and keep under review the systems and tools used for the delivery and analytics of digital communications so that they are in line with emerging technologies and good practice
- Uploading content onto digital platforms and into templates, so that it is right first time and published within agreed deadlines. For example, our website, digital newsletter and social media content
- Monitor digital channels and ensure queries and engagement are dealt with in a timely, professional and suitable manner. Develop the process and protocols to ensure colleagues' understand and support this activity, where necessary
- Actively seek out new and innovative ways for BD Giving's activities, funds and events to reach new and existing audiences through storytelling, marketing and content creation
- Be the guardian of the charity's Brand, ensuring all content and communications are on brand and consistently bring the organisation's values, personality and purpose to life across every audience touchpoint - with a focus on digital
- Ensure opportunities for improvements are identified and implemented
- Ensure standard operating procedures (SOPs), relevant to responsibilities, are complete, up to date, and stored so that anyone who needs to can use them without needing to ask for more information
- Support the team's activities to enable local people and organisations to input and influence our work
- Support the organisation to plan and deliver in-person events
- Attend events (some of which will be outside normal office hours) to manage the social media and communications.
- Administer the website so that it's maintained, reviewed, and updated as needed based on organisational needs, feedback and data analytics.
- Undertake any other responsibilities relevant to this post, as directed by your line manager.

## Organisational Support

- General administrative support for the Charity, including using digital tools such as Monday.com, Slack, docusign, Google workspace
- Developing and maintaining relationships with a range of stakeholders, including residents of the borough, and community organisations and businesses

## Person Specification

<b>Experience</b>	<b>Essential (E) / Desirable (D)</b>
Experience of creating content and delivering communications across multiple channels	E
Experience of social media platforms (especially Meta, LinkedIn, and Tiktok) and how to plan and schedule brand content	E
We are particularly interested in candidates from Barking and Dagenham and global majority backgrounds	D
<b>Knowledge, Skills and Aptitudes</b>	<b>Essential (E) / Desirable (D)</b>
Knowledge of current best practice in social media and digital communications	E
IT and digital skills, including knowledge of Slack, Canva, AI and the willingness to learn new digital skills. Also an interest in video editing, photography, and basic design work.	E
Ability to listen, ask clarifying questions and translate information into clear communications.	E
Some understanding of evaluation methodology and data analytics for digital communications including social media platforms	E
Understanding of delivering brand compliant communications	E
Excellent organisational skills – able to manage time, schedule communications plan, prioritise tasks, and keep track of details	E
<b>Personal attributes</b>	<b>Essential (E) / Desirable (D)</b>
Curiosity – interested in how things work and open to exploring new systems or ways of doing things	E
A helpful, proactive attitude – ready to pitch in and take initiative where appropriate	E

A willingness to learn and take feedback on board	E
<b>Additional requirements</b>	<b>Essential (E) / Desirable (D)</b>
Prepared to undertake work outside of core hours, including evening and some weekend work	E

## How to apply

Write a covering letter (of no more than two sides) detailing your suitability to the role with specific reference to the person specification included in the Job Description, with clear evidence and examples.

Send your covering letter and CV to [hello+CC@bdgiving.org.uk](mailto:hello+CC@bdgiving.org.uk) with the subject line to include "Communications Coordinator Job Application". Please attach as PDF files.

### Timeline

The deadline for submission is **28 June 2026** at **23:59**. Any submissions received after this time will not be reviewed.

Interviews will be held on the 15 and 16 July 2026, in-person at our office in central Barking, London.

Due to anticipated demand we may only be able to respond to applicants that are invited for an interview.