



Communications & Administration Assistant

Introduction

Terms

Salary:	£26,000
Hours:	37.5 hours a week (full time)
Contract type:	Fixed term for 12 months
Location:	From home initially, and then from 360Giving Office at Kings Place, London N1
Line Manager:	Communications Manager with some responsibilities directly to CEO

Job purpose

The Communications and Administration Assistant is responsible for providing day to day support to ensure the smooth running of 360Giving's communications and operations.

The role involves maintaining 360Giving's website and social media accounts; helping to create and produce blogposts, reports, newsletters and other external content; organising external workshops and events; coordinating our communities and networks, supporting the CEO with monitoring and reporting; scheduling internal governance and planning meetings; and supporting the CEO with other operations and administrative tasks to make sure the organisation works as effectively and efficiently as possible.

This is a varied and interesting role for a good team-player who is conscientious and well organised, with excellent writing and communication skills.

About 360Giving

360Giving is a unique initiative. We aim to inspire best practice in grantmaking and leverage open data to help achieve this. Watch our short 'About us' video to find out more:

www.threesixtygiving.org/about.

Our vision is for UK grantmaking to be more informed, effective and strategic

We help UK funders publish open, standardised grants data, and empower people to use this data to improve charitable giving.

When funders publish information on who, where and what they fund in the [360Giving Data Standard](#) it means they are sharing it in a way that others can access and use for free.

Because the data is standardised, it can be looked at and compared all together, helping us to understand grantmaking across the UK. Having this information means funding can be more informed and effective.

Since we were founded in July 2015, we have worked with over 140 funders to publish their grants data openly in the 360Giving Data Standard. This means that, for the first time in the UK, it's possible to see and compare grants awarded by different funders all together. The data is transforming the knowledge base of the whole sector. We've also developed tools that make the data easier to access and use. For example, our search engine, [GrantNav](#) and our [Covid-19 Grants Tracker](#).

In 2019 we launched our strategy: 'Unlocking the power of grants data':

www.threesixtygiving.org/about/unlocking.

In it we set out four ambitious goals:

1. Normalising open data sharing within the grantmaking community
2. Improving the quality of the data that's being shared
3. Increasing the data literacy of grantmakers
4. Growing data use and shared learning

Our team

Our small team of three full-time and two part-time staff members punches well above our weight, working with partners to extend our impact. We all have a role to play and our personal commitment, curiosity and collaborative approach supports a welcoming and inclusive culture.

Job description

Note: this is not a definitive list and the role will change and evolve over time. This is a new post and flexibility will be required.

Core responsibilities

Responsibility – initial % to be reviewed after probation		%
1	Support with the delivery of 360Giving’s communications strategy	35
2	Support with organising workshop, events and coordinating communities	25
3	Provide monitoring and reporting support to the CEO and board	20
4	Work closely with the CEO to ensure the smooth running of the 360Giving office and team	20

AREA OF RESPONSIBILITY 1: Support with the delivery of 360Giving’s communications strategy

- a) Help to maintain 360Giving’s website, ensuring the site remains up to date and all external links are working.
- b) Maintain 360Giving’s social media accounts and monitor engagement via Twitter and LinkedIn, ensuring they appropriately target 360Giving’s key audiences in a timely way.
- c) Assist with content creation and production of 360Giving’s annual report, newsletters and other content, including writing, copy editing, proofreading and fact checking text.

AREA OF RESPONSIBILITY 2: Support with organising workshops, events, and coordinating communities

- a) Support with organising external events to profile 360Giving’s work, ensuring that the logistics are clear and that our target audiences and key partners are engaged.

- b) Ensure the communications and events calendar is kept up to date as part of planning upcoming communications and engagement opportunities.
- c) Support with internal and external communications for events, helping at events and ensuring that any follow up with participants is done in a timely way.
- d) Help the team to coordinate 360Giving's networks and communities.

AREA OF RESPONSIBILITY 3: Provide monitoring and reporting support to the CEO and board

- a) Assist the CEO with identifying and tracking progress with implementing the organisation's strategy and annual work plan.
- b) Help with the preparation of learning, activity and funding reports to be shared internally as well as externally with key partners, funders and regulators.
- c) Ensure that monitoring and tracking tools are regularly maintained and reviewed.

AREA OF RESPONSIBILITY 4: Work closely with the CEO to ensure the smooth running of the 360Giving office and team

- a) Support with day-to-day operational tasks of running 360Giving, including general office administration, responding to enquiries, preparing correspondence, managing stationery supplies and any office contractors.
- b) Maintain the organisation's contacts and records, in conjunction with team members.
- c) Support the CEO with scheduling and running internal meetings, including team planning meetings, away days and board meetings, ensuring they are well run and minuted, and that follow up tasks are appropriately captured and tracked.
- d) Maintain the organisation's overall filing system and project plans, ensuring documentation is correctly stored and managed.
- e) Manage the CEO's diary, make travel bookings for team members, prepare meeting briefings and assist with minute taking and drafting any follow up emails/letters.
- f) Undertaking other duties as may be reasonably requested as part of a collaborative team.

Person specification

Essential

- An organised self-starter with an eye for detail.
- Excellent written english.
- Experience of managing social media accounts (especially Twitter).
- The ability to draft and edit text accurately and quickly for external audiences, such as letters, annual reports and funding reports.
- A good communicator who understands the importance of planning and engaging in small teams.
- Comfortable working with spreadsheets, databases and filing systems.
- The ability to manage a diverse workload with a high level of flexibility.
- A willingness to learn new skills.
- Have a legal right to work in the UK.

Desirable

- Interest in philanthropy and/or open data initiatives and how they support civil society.
- Experience of maintaining websites and using a content management system.