



Communications and Impact Officer Time to Shine Leadership Programme London

Recruitment Pack



November 2023

Contents

Thank you for your interest in the post of **Communications and Impact Officer** at the Rank Foundation. In this Information Pack, you will find the following documents:

- Letter to applicants from Caroline Broadhurst, Deputy CEO
- Job description, person specification
- How to apply and recruitment timetable

The job description describes the main responsibilities of the post; the person specification relates directly to the job description and is a list of the skills and experience that we consider necessary for the post. Please read these documents carefully. The applicants who fit the person specification most closely will be shortlisted for interview so please make sure you tell us everything relevant to your application in your CV and covering letter.

***Please note we will not be able to accept your application if you have previously taken part in the Time to Shine Leadership Programme.**

The Rank Foundation is committed to a policy of equal opportunities, and we ensure that all applicants are treated fairly and equally.

Dear Applicant,

Thank you for your interest in the position of Communications and Impact Officer. The post is based in our co-working space in Shoreditch, London.

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that enhance communities. At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to relational philanthropy based on mutual respect, trust and empathy. Inspired by the faith of our founder, we care about the people and communities working with us for social good. We believe in their collective power to make a difference.

The position is offered on a 12-month, full time basis and is part of the Rank Foundation's Time to Shine (T2S) Leadership Programme. Your personal development will be supported through the programme which includes a two-day residential launch conference, a two-day review event, the Rank Conference in September 2024 as well as four additional leadership days. You will be part of a cohort of other Time to Shine leaders, in similar roles in other charities.

If you have a passion for a career in communications and charity impact, creative skills and a willingness to learn, I encourage you to apply. The Time to Shine Leadership Programme focused on developing talent in the non-profit sector in the U.K., helping charities and social enterprises to build capacity and business skills. In this role, you will have the opportunity to test your existing skills and ideas, build confidence and learn from others taking part in the programme. At the end of the 12 months, we hope you will help us build upon our refreshed brand, clearly communicating who we are and what we do, both internally and externally, and you will be in a stronger position to pursue your career aspirations in the communications sector.

We hope our Information Pack inspires you to pursue your application. If you would like to know more about the role, please email recruitment@rankfoundation.com. For further information please visit the website at www.rankfoundation.com

We very much look forward to meeting you.

Caroline Broadhurst
Deputy CEO

ROLE PROFILE – Communications and Impact Officer

Job Title	Communications and Impact Officer
Job Reports To	Assistant Director of Operations
Business Unit/ Department	Operations
Date Completed	November 2023
Salary	£24K
Purpose Statement	<p>The Communications and Impact Officer is a creative and proactive ambassador of the Foundation’s thriving Network. As Communications and Impact Officer, you will embed yourself in the work of the Foundation to identify, curate and communicate stories and ideas that further the Foundation’s mission. You will have a good eye for finding engaging stories and a passion for developing them. Day-to-day this will include offering support, processes and resources to enable Rank’s staff to work with you to improve Rank’s external and internal communications, including the co-working tenants at our co-working space in Shoreditch. You will research and produce quality digital content, and with guidance from the external comms consultancy team work on the website, social media, magazine and podcast. In addition, you will create a library of existing evaluations, films and impact reports with our new brand and distribute to interested parties.</p>
What you will do	<ul style="list-style-type: none"> • Work closely with colleagues to ensure that external and internal communications are factored into project plans. • Support colleagues to maintain a consistent brand voice and look. • Maintain the Foundation’s website and social media channels to create clear and positive messages that illustrate impact. • Create stand-out content (eg blogs, reports, email, video, podcasts, infographics and photography) to build awareness of the Foundation’s work and engage a new, wider external audience. • Design and layout communications and impact material using eg Canva and occasionally commissioning external agencies and associates where required e.g. design, print, and photography. • Monitor all external communications and marketing channels, responding to enquiries, signposting to the correct person, generating and maximising conversations for impact. • Monitor and analyse external communications effectiveness. (e.g. Google Analytics, Mailchimp, Hootsuite) reporting to colleagues and implementing improvements. • Support the smooth running of the membership platform, RankNet when required. • Contribute to the smooth running of the Garden Walk co-working space when required.

Dimensions of Role	<ul style="list-style-type: none"> • Full time, 35 hours per week. • Office-based in Shoreditch, London • Occasional travel required across the UK • Must be available to attend key Time to Shine events as outlined in the Candidate Guide (see appendix to Recruitment Pack) • Must be available to start on or around 8th January 2024 	
Working Relationships	<ul style="list-style-type: none"> • With Operations and Programmes team • With the Executive & Administrative team • With those we support, within the Rank network • With co-working partners at Garden Walk 	
Person specification		
Skills, Knowledge & Experience		
Knowledge Qualifications & Experience	<ul style="list-style-type: none"> • Excellent written and verbal communication skills and ability to communicate with confidence, tact, and clarity in a variety of settings, including phone, video call, face to face, and email. • Previous experience in communications or similar (could be through study or voluntary work) • Strong attention to detail • Working to deadlines • Strong work ethic, organised, punctual, reliable 	
Skills/ Abilities	<ul style="list-style-type: none"> • A positive team member • Confident working independently and know when to ask for support • Knowledge of Microsoft packages • Website management (or willingness to learn) • Familiarity with Social Media platforms • Adaptable, flexible and willing to learn/develop skills 	
Confidentiality	<ul style="list-style-type: none"> • Paramount that the postholder works in a highly confidential way • As a Rank employee the post holder is in a unique position and will have access to sensitive information which must remain confidential 	
Key Leadership Behaviours		
Heading	What do we mean	Leaders of Self
Team Work	Promote an environment with a strong mission focus, a sense of unity, common purpose and mutual support	<ul style="list-style-type: none"> • Seek help from others when needed • Offer help and support when capacity / demand allows • Adopt a 'can do' attitude with regards to organisational need: what needs to be done and can I help?
Stronger Together	Create and sustain an open, collaborative environment, harnessing the collective strength of the foundation to achieve as	<ul style="list-style-type: none"> • Adapt my behaviour to be more effective with different people? • Think: how can I help to improve what I do and how I do it? • Contribute ideas, thoughts and suggestions on positive improvements

	much as we can: raise the bar and reach new heights.	<ul style="list-style-type: none"> • Be sensitive to the needs of others
Be Professional	The Rank Foundation should strive to act as thoroughly professional in all aspects of what we do: internally and externally	<ul style="list-style-type: none"> • Be mindful of the welfare issues and needs of others • Take responsibility for your work, ensuring attention to detail • Be consistent, be punctual, be timely
Leadership & Enterprise	Be mindful of Rank's current strategy in all that we do.	<ul style="list-style-type: none"> • Can I take a more leading role in developing my work in support of the Foundation? • How can we improve what we do and how we support our organisations?
Distinctive & Transparent	Recognise and value Rank's distinctive approach, to share our experiences, successes and failures in an open and productive way	<ul style="list-style-type: none"> • Be open and honest with colleagues and those we support • Communicate clearly: with care and consistency.
Proud of our past, focused on the future	Value the strong family ethos that has shaped our past but remain firmly focused on current and future challenges, adapting to meet the changing needs of society, proud of what we do and how we do it.	<ul style="list-style-type: none"> • Be flexible. Recognise and value the fact that 'needs' change and embrace the opportunities this presents • Be dynamic. Challenge convention: try to think differently about what you do and how you do it. • Be professional: maintain the highest of standards
Demonstrate our social ethos & seek to add value through knowledge & networks	Learn and Share. Communicate better, within the organisation and beyond. Seek to harness the power of a growing network: to enrich, enable and inspire. Demonstrate our passion and authenticity with regard to key and relevant social issues.	<ul style="list-style-type: none"> • What aspects of my work could help or assist with RankNet? • How can I contribute by adding value to our work? • Can I do more to better understand our work and our role in supporting organisations to fulfil their mission.
Seeks to increase impact through our engaged approach	Value partnerships and collaboration. Practice what we preach, both internally and externally. Help to develop our 'engaged approach'. Ask the question: does this add value to our work? If so, how? If not, why not?	<ul style="list-style-type: none"> • Do I understand my role in the wider organisational plan? If not, seek clarity or further guidance. • Keep my colleagues informed as to progress on key issues, projects or concerns as they arise.
Be yourself – maximise	Understand and value your role in the	<ul style="list-style-type: none"> • What do I need to do to improve my performance?

your contribution	organisation: how can you contribute to mission success with your individual passion, knowledge and commitment? How can we help you to do this better?	<ul style="list-style-type: none"> • What do I need to be more effective in my current post? • What can I do more to help Rank achieve its mission?
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How to apply and recruitment timetable

If you would like to apply, **please state the role you are applying for** and send your **CV together with a supporting statement no longer than 2 sides of A4** that clearly demonstrates how you meet the knowledge, skills, and experience requirements of the role to recruitment@rankfoundation.com

The important dates for you to note in the recruitment timetable are highlighted below for your diary.

Closing date for applications: 5pm on Monday 27th November 2023
Interviews: In-person London, 7th December 2023

If you would like to have a chat about the role or require any support through the recruitment process, please contact: recruitment@rankfoundation.com

May we take this opportunity to thank you for your interest in the Rank Foundation and for your time in considering applying to work with us.

About the Rank Foundation

The Rank Foundation works in communities across the UK to encourage leaders, develop entrepreneurial mindsets and form strong networks that improve life.

Our grant programmes focus on:

- Leadership – nurturing purposeful, confident and inspiring leaders who drive positive change.
- Enterprise – developing resilient, impactful organisations that contribute positively to the people and places they serve.
- Community – building on and investing in a community's strengths.
- Faith – engaging in respectful conversations about faith in all its forms.

At the heart of the Foundation, is our supportive Network of over 1,200 leaders working in communities across the UK. Together, they learn, share and connect to tackle society's challenges. We build deep and lasting relationships of support with our Network, going beyond traditional funding to philanthropy based on mutual respect, trust and empathy.

Our thriving Network leads positive change to improve life in the communities they cherish.

About Time to Shine

The Time to Shine (T2S) leadership programme has been running for over ten years and helps unemployed and underemployed individuals into roles within the charity sector through a 12-month paid placement. We are therefore keen to hear from candidates who are currently unemployed, or who feel that their current role does not make the most of their skills.

The programme incorporates a range of personal development activities. You must be available to attend a two-day residential launch conference (week of 22nd January or 29th January 2024), a two-day review event (week of 10th June or 17th June 2024), the Rank Conference in September 2024 as well as four additional leadership days (exact dates and venue to be agreed at the launch conference). Budget will be provided for all events and your manager will support you to attend and will in some cases attend with you.

Through T2S, you will also have the opportunity to benefit from additional support provided by an experienced mentor from within the Rank network and will have access to the Foundation's online community platform (RankNet) to gain help, advice and support from a network of experienced individuals working in the community sector across the whole of the UK.