Communications and Events Officer

£30,002 per annum

Race Equality Foundation is a registered charity dedicated to tackling racial inequality to improve the lives of Black, Asian and minority ethnic communities. We believe that everyone should be provided with the opportunities to flourish.

We pursue this mission by exploring the evidence of discrimination and disadvantage, developing interventions that overcome barriers and promote equality, and then disseminating our knowledge and good practice through training, conferences and written material.

Our work is guided by our values:

- **Respect**: We meet people where they are and treat them as we would want to be treated.
- **Integrity**: We do the right thing even if it is challenging.
- **Rigorous**: We always look at the evidence and keep an open mind.
- **Collaborative**: We welcome the input of others and believe we are better together.
- **Transformational**: We empower ourselves and others to create positive change.

The Foundation has progressed race equity by demonstrating what is possible with ground-breaking work, including:

- The internationally recognised *Strengthening Families, Strengthening Communities* parenting programme, which has supported over 150,000 parents and children.
- Hundreds of in-depth policy briefings, partnerships, and pioneering research projects exploring how racial disparities affect the everyday lives of Black, Asian and minoritised ethnic people, across a broad span of areas from housing and health to climate change impact and disability.
- Engaging in national discourse to shape policy and inform national initiatives. For instance our community-led pilot programme to increase blood pressure testing by African and Caribbean men, now a part of national health guidance. Similarly, our Race Equity Collaboratives work identified the impact of COVID and set out what needs to be done to ensure race equality is addressed in recovery.

The Foundation's headquarters is based in London with a national remit. It is led by the CEO, Jabeer Butt OBE, and has a management committee which supervises its work. Our Board of Trustees and is chaired by Karin Woodley CBE.

The overall purpose of this role is to support the delivery of the Foundation's communications and events programme.

The work will involve:

- Managing our social media presence and creating engaging digital content across platforms
- Leading the planning, logistics and delivery of Foundation events including conferences, webinars and training sessions
- Coordinating communications requests from project teams to ensure activity is prioritised effectively
- Supporting the development of impact measurement systems to demonstrate the value of our communications work
- Producing content for newsletters, the website, and other publications
- Building evaluation processes for events to capture learning and demonstrate impact

This position would suit an applicant with strong organisational and communication skills, experience managing events and digital content, and a commitment to using communications to advance social justice.

Key responsibilities:

Communications coordination and planning

- Serve as the primary point of contact for project teams requesting communications support.
- Receive and process communications requests, working with your line manager and the CEO to prioritise activity in line with organisational strategy.
- Support your line manager and the CEO in maintaining a communications tracking system to ensure visibility of requests and delivery status.
- Help disseminate communications guidance to support teams across the organisation.
- Manage expectations and communicate prioritisation decisions constructively to maintain positive working relationships.

Social media and digital content

- Develop and implement a social media content schedule that highlights different aspects of our work each week/month, aligning with key campaigns and organisational priorities.
- Create, schedule, and post engaging content across social media platforms (Facebook, Threads, Instagram, LinkedIn).
- Lead on social media community engagement, responding to messages and replies, moderating where necessary, and identifying relevant conversations to join.
- Use Canva and other relevant tools (e.g., Adobe) to produce digital assets for social media and campaigns.
- Draft and design newsletters and email campaigns using email marketing platforms.
- Coordinate with internal project leads to produce and maintain accurate, up-to-date content for the Foundation website and intranet.
- Support with copywriting for a variety of publications such as newsletters, event programmes, and impact reports, adapting tone and style for different audiences.

Event management

- Lead on the planning, logistics, and execution of Foundation events (conferences, seminars, online webinars), ensuring all materials and resources are prepared.
- Manage all communications, mailings, and registration processes for event participants.
- Manage relationships with all key stakeholders: speakers, participants, venue staff, and event staff.
- Establish standardised event evaluation processes, including:
    - Equalities monitoring and data collection
    - Participant feedback collection using consistent tools
    - Post-event analysis and reporting that informs future delivery and demonstrates impact

Impact measurement and reporting

- Support the development and implementation of communications impact frameworks by tracking key metrics including reach, engagement, media coverage, and event attendance.
- Gather data and insights to contribute to quarterly impact reports.
- Identify what's working well and what needs adjustment based on performance data.
- Contribute to case studies and impact stories that showcase the effectiveness of our communications work.
- Use analytics tools to assess the effectiveness of digital content and campaigns, making recommendations for improvement.

Travel to attend meetings and events outside of London may be necessary.

Due to the developmental nature of the work, it is likely that there will be some changes in tasks over time, so the postholder will be expected to undertake other duties that are required, commensurate with the role.

The Foundation has a strong collaborative ethos and attempts to ensure that this operates both with the agencies with which we work and between staff members and trustees.

Staff for whom responsible

None.

Line Manager

TBC

Range of contacts

There will be contact with people with lived experience, other staff at the Foundation and our Management Committee. As is the nature of this post, contacts will take place with representatives of the media. Regular contact will take place with agencies working in partnership with us, academics and policy makers. At times there will be contact with volunteers supporting various aspects of the project.

Travel and hours of work

The Foundation works across the UK. Travel outside of London is sometimes part of the job. Full time staff work 35 hours a week, with office hours being 9am to 5pm, Monday to Friday. This post will require flexibility and some evening and weekend work, for which time off in lieu can be taken.

Provision of training and development

There will be an induction programme. Staff are encouraged to seek relevant training opportunities.

Person specification

Skills, experience and knowledge required include:

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Essential:

- Excellent written and verbal communication skills, with strong writing, editing, and proofreading abilities.
- Demonstrated ability to manage workflow and prioritise effectively in a fast-paced environment with competing demands.
- Experience working in a communications environment involving coordination of multiple requests and stakeholders.
- Strong administrative skills, attention to detail, and a proactive approach to problem-solving.
- Ability to think creatively, draft original concepts, and adapt tone and style for different platforms and audiences.
- Excellent IT skills: knowledge and experience of using MS Office/G-Suite, and practical experience with content creation and email marketing tools (Canva, newsletter tools, etc.).
- Demonstrable knowledge of the workings of social media platforms (Threads, YouTube, LinkedIn, Instagram, Facebook) and their best practices.
- Experience of using online platforms for meetings and events management and leading on event execution.
- Ability to accurately follow brand guidelines to create assets and documents in line with organisational visual identity.
- Commitment to race equality and an understanding of how communications can advance social justice.

Desirable:

- Experience of content creation, content calendars, and social media management tools.
- Familiarity with social media analytics and reporting tools, and an understanding of measuring communications impact.
- Experience in planning, advertising, and executing successful conferences, seminars, and roundtables.
- Experience implementing evaluation frameworks or feedback mechanisms for events or communications activity.
- Understanding of how impact measurement works in a charity context and what constitutes useful evidence.
- Experience building systems or processes that improved efficiency or quality in a previous role.
- Confidence working with data, spreadsheets, and tracking systems.
- Basic photography and video editing skills.

Pay and Conditions of Service

This post is fixed-term for 12 months initially.

The annual full-time salary for this post is **£30,002 per annum, plus workplace pension contribution**.

There is a probationary period of one month for this post, during which time the notice period will be one week for both parties.

Full time staff are entitled to 25 days holiday leave per annum with additional days for long service. The timing of holidays must fit in with the needs of the Foundation and must be agreed in advance. In addition to annual holidays there is paid time off for national holidays.

The post will be based in the London office at Unit 17 & 22 Deane House Studios, 27 Greenwood Place, London NW5 1LB. You will be required to work two to three days a week in the office.

Application Process

Applications will only be accepted via the portal on our website. We will require the submission of an application form and a supporting statement. We will not accept applications via CV.

Your supporting statement (maximum 2 pages) should address:

- Why you want to work for the Race Equality Foundation at this moment in our development
- How your experience has prepared you for the key responsibilities outlined above, addressing the job description and person specification
- An example of your approach to prioritisation and impact measurement

Please note that we are only able to appoint people who are eligible to work in the UK.

Closing date: Wednesday 25th November 2026 at 12pm

Interviews will be held: TBC, interviews may be held remotely or in-person in our London offices

We particularly welcome applications from people with lived experience of racism and/or marginalisation. The Race Equality Foundation is committed to equality of opportunity and to creating an inclusive workplace.

If you have any questions, please get in touch with mo@racefound.org.uk.

The Race Equality Foundation is a registered charity (No. 1051096) tackling racial inequality in public services to improve the lives of Black, Asian and minoritised ethnic communities.

November 2026