

Job title: Senior Communications Executive—Resources

Department: Think Tank and External Affairs

Reporting line: Head of Communications

NPC is a think tank and consultancy that occupies a unique position at the nexus between charities and funders, helping them achieve the greatest impact. We are driven by the values and mission of the charity sector, to which we bring the rigour, clarity and analysis needed to better achieve the outcomes we all seek. We also share the motivations and passion of funders, to which we bring our expertise, experience and track record of success.

Our consulting services help charities and funders find solutions to the challenges they face, whether they are trying to work more effectively, exploring new ways of working, or setting out to prove their worth. All our advice is backed up by fifteen years of research, and draws on our think tank work to transform the charity sector.

We provide thought leadership, pioneer solutions and bring people together. We identify issues preventing the sector from achieving its potential, explore ways to overcome them, and work with partners to catalyse change.

Purpose of job

To support across all of NPC's communications work, with a particular focus on resources and digital communications.

Duties and responsibilities

Projects and publications

- To manage the production of agreed publications including liaising with the project team, designers and external partners.
- To support the development of a comms strategy for agreed projects acting as Communications Team Lead.
- To support staff across NPC by editing and proofreading written work—blogs, emails, media articles, research reports etc—as well as building internal capacity.

Digital communications

- To manage NPC's blog day-to-day, working with the Communications team to ensure it is regularly updated with interesting, topical content from across the organisation.
- To produce NPC's monthly newsletter with support from the comms team
- To work with the Communications team to produce emails, marketing materials, images and videos, as required.

Brand

- To support the Communications team in maintaining NPC's brand, ensuring all materials produced fit within our guidelines and templates, and to promote understanding of NPC's brand and brand guidelines within NPC.

Communications team support

- To lead or support on internal projects as required.
- To provide support to the TTEA team, as required.
- To support other members of NPC's staff, as required.

Key skills and competencies

Essential

- Relevant experience working in a communications role.
- Demonstrable experience in communications and marketing.
- Excellent writing, editing and proofreading skills, with experience in each. Experience of adapting content to different audiences.
- Good IT and digital skills, with the ability to learn new programmes quickly.
- Strong interpersonal and an ability to build good working relationships across NPC and with external customers and suppliers.
- Excellent attention to detail.
- Ability to manage a number of tasks simultaneously.
- Experience of working to deadlines and planning and prioritising tasks.
- A confident attitude, willingness to learn, and enthusiasm to take on new tasks as needed.

Desirable

- Experience of blogging.
- An understanding of NPC's mission, and a passion for, and commitment to, working in the charity sector.
- Knowledge of WordPress, Google Analytics, HTML, video editing, Photoshop, Hootsuite and email marketing programmes.
- A good aesthetic eye and ability to shape images, visuals and formatting, and to liaise confidently with designers.
- An understanding of how to promote research and other activities of a think tank and consultancy.