



Communications Director

About the Jobs Foundation

The Jobs Foundation is a registered charity (1202928) that champions the role of business as a force for good, particularly the crucial role companies play giving people a step up in life by providing jobs and training.

We have a practical impact - providing business leaders with the tools, knowledge and best practice on employing and training people from less privileged backgrounds.

We also have a policy impact - through our advocacy programme, we work to create a more positive business environment so companies can do even more to help their local communities.

We are looking for an exceptional Communications Director who can shape that next stage of growth and impact: someone with the judgement, energy, networks and communications instinct to significantly increase the reach and influence of the Jobs Foundation.

Purpose of the Role

The Communications Director leads all aspects of the Jobs Foundation's communications, building our profile, reach and influence across business, politics, media and the wider public.

Working closely with the Chief Executive and President, the role will shape how the Jobs Foundation presents itself and its ideas to the world. The Communications Director will be the guardian of our brand and public voice, while constantly identifying opportunities to promote our mission and amplify our work.

This is a strategic and highly hands-on role. We are looking for someone who lives and breathes communications: equally comfortable advising on positioning, building relationships with senior journalists or parliamentarians, shaping a major campaign, creating compelling social content or personally producing excellent copy.

Core Accountabilities

Strategic Communications Leadership

Develop and lead an ambitious communications strategy that increases the reach, profile and influence of the Jobs Foundation and supports delivery of its mission.

Brand and Organisational Voice

Own and protect the Jobs Foundation brand, ensuring a distinctive and consistent identity, tone of voice and standard across everything we do.

Messaging and Content

Develop the Jobs Foundation's master messaging and ensure our arguments, ideas and mission are communicated clearly and compellingly across every audience and channel.

Communications Excellence

Set an exceptionally high standard for communications across the Jobs Foundation, combining strategic leadership, strong editorial judgement and hands-on delivery.

Key Responsibilities

Supporter and Digital Communications

- Lead communications with the Jobs Foundation's supporters and wider network, ensuring regular, relevant and compelling engagement.
- Own the website, ensuring it powerfully presents the Jobs Foundation, its mission, ideas and activity.
- Lead and develop our social media presence, using different platforms confidently and creatively to grow reach, engagement and influence.
- Oversee regular email bulletins and other direct communications with our network.

Earned Media and Profile

- Drive the Jobs Foundation's earned-media strategy across national print, broadcast, online and other relevant media.
- Build and maintain strong relationships with journalists, editors, producers, commentators and other influential voices.
- Proactively identify and create opportunities for the Jobs Foundation, its President, Chief Executive and wider work to contribute to the national conversation.
- Promote the Jobs Foundation's mission and ideas across a wide range of external forums, ensuring we make the most of topical and strategic opportunities.
- Lead on press releases, media briefings, statements, opinion pieces and other media content.

Parliament, Government and Public Affairs

- Build and maintain an active, high-quality network across Parliament, government, Whitehall.
- Promote the Jobs Foundation and its work proactively within these communities, identifying opportunities to engage parliamentarians, policymakers and other influential stakeholders.
- Ensure the Jobs Foundation maintains and strengthens its cross-party reach and reputation.
- Maintain a strong awareness of the political and policy environment and identify opportunities for the Jobs Foundation to contribute constructively to relevant debates.

Brand, Messaging and Campaigns

- Act as guardian of the Jobs Foundation brand and ensure adherence to agreed brand principles across all activity.
- Develop and maintain clear master messaging and ensure it is understood and used consistently across the organisation.
- Lead communications planning for major campaigns, events and organisational initiatives, ensuring activity is coordinated across channels and designed for maximum impact.
- Maintain a constant eye for opportunities to increase the visibility and influence of the Jobs Foundation and its work.

Publications and Content

- Play a central role in positioning the Jobs Foundation's research and publications for maximum external impact.
- Lead on the design, presentation and communications approach for reports and other major publications, working closely with research and policy colleagues.
- Translate complex research and policy thinking into clear, accessible and compelling communications.
- Personally write and edit high-quality content where appropriate, including articles, opinion pieces, speeches, website and social copy, campaign materials and stakeholder communications.
- Maintain rigorous editorial and quality standards across all published output.

Business Councils

- Ensure strong and regular communications with the Jobs Foundation's Business Councils and use the network as an important communications and engagement channel.
- Ensure insight, experience and feedback from Business Council members is captured and fed back into the Jobs Foundation's thinking, campaigns and communications.
- Identify opportunities to involve Business Council members in promoting and amplifying the Jobs Foundation's mission.

Working Across the Jobs Foundation

The Communications Director will work closely with colleagues across Policy, Research, Campaigns, Partnerships and the wider team. They will draw on colleagues' expertise and content, while providing the communications leadership that turns the Jobs Foundation's work into compelling external activity.

As part of a small and ambitious organisation, the role requires someone willing to get involved personally while also making intelligent use of colleagues, agencies, designers and other external expertise.

Success in the Role

Success will mean:

- The Jobs Foundation has a distinctive, trusted and influential national voice.
- Our mission and **business as a force for good** message are clearly understood and increasingly visible.
- The Jobs Foundation regularly secures high-quality earned media and broadcast opportunities.
- Our website, social media and direct supporter communications are dynamic, engaging and demonstrably growing our reach.
- The Jobs Foundation has strong, active and cross-party relationships across Parliament, government and Whitehall.
- Publications and campaigns are positioned and communicated for maximum impact.
- The Business Council is engaged as both an audience and an active communications network.
- The President and Chief Executive are proactively supported to maximise communications opportunities.
- The Jobs Foundation consistently spots and acts on opportunities to increase its reach and influence.

Knowledge and Experience

We are looking for an outstanding communications professional with the ability and ambition to make a significant impact in a growing organisation.

The successful candidate will bring:

- Significant communications experience and excellent strategic judgement.
- An exceptional instinct for communications: understanding what will cut through, with whom, when and through which channel.
- Outstanding writing, editing and messaging skills.
- Strong media relationships and demonstrable experience securing high-quality earned media, including broadcast.
- Excellent social media capability, with a sophisticated understanding of different platforms.
- Strong digital communications experience, including websites and email communications.
- A strong network and understanding of Parliament, government and Whitehall, combined with the ability to operate constructively across political parties.
- Energy, initiative, creativity and the ability to operate at pace without compromising quality.

Above all, we are looking for someone who will **punch above their weight**: a Communications Director who sees opportunities others miss, has the confidence and relationships to make things happen, and is excited by the mission of building the Jobs Foundation's increasing influence.

Salary and benefits

Salary dependent on experience. The Jobs Foundation offers a workplace pension and 20 days' annual leave, in addition to bank holidays and an office closure period over Christmas.

To Apply

Please send your CV and a cover letter to careers@thejobsfoundation.com