

Pro Bono Economics

Job Profile

Pro Bono Economics is seeking additional support for its wider communications and events brief, along with new strands of policy work. A great opportunity for a recent graduate looking to build a career in any of these areas.

Background

Pro Bono Economics helps charities and social enterprises understand and improve the impact and value of their work. We do so by facilitating volunteering opportunities for professional economists' keen to give their time on a pro-bono basis to charitable projects active in any one of the following four fields: i) education; ii) employment; iii) mental health; and iv) poverty. This process typically culminates with reports often showcasing the monetary value of such activities whose benefits may have otherwise appeared intangible. A selection of case studies from past reports can be found [here](#).

Job Description

Post Title:	Communications and Events Officer
Reports to:	Director of Public Affairs (DPA)
Responsible for:	Supporting the wider team as it looks to raise the profile of Pro Bono Economics and its work.
Key objectives: <ul style="list-style-type: none">• Serve as the primary author of high-quality and accessible written output detailing Pro Bono Economics' core work and activities.• Help facilitate effective communications within the charity; ensure the wider team is kept abreast of deadlines for work and actively chase contributions from different team members for joint projects.• Operate as a liaison between external charities and service providers in pursuit of effective wider project delivery and events.	
Main Duties & Responsibilities <u>Communications</u> <ul style="list-style-type: none">• Newsletter/blogs – Drafting, sourcing, proofing all affiliated copy for the monthly newsletter, regular provision of blog posts (monthly) and write-ups of relevant third-party events covering areas of interest for Pro Bono Economics.• Website/social media – Manage (and enhance) the charity's profile through its various social media channels – Twitter, LinkedIn and in time, YouTube – while proactively keeping the main website up-to-date and clear from errors.• Briefings internal/external – Senior members of the Executive team, Trustees and Patrons must be well briefed ahead of relevant external meetings or participation in events and provided with presentation materials where necessary.• Board reporting – Responsible for first drafting of all communications and policy input for Board reports for review and sign off by the DPA.• Record keeping – Ensure all content associated with communications, policy and projects is appropriately logged and regularly audited on Salesforce, SharePoint, and Zenkit• Monitoring – The team should be kept abreast of key developments in the charity's areas of focus on a monthly basis.• Brand identity and execution – Coordinate development, design and delivery of marketing materials working with external agencies/printers when used. <u>Projects</u> <ul style="list-style-type: none">• Liaison - Serve as a consistent point of contact and support in pursuit of smooth project launches that meet the charity's core objectives.• Formatting and design – Provide support for all project outputs (including long form reports and workshop PowerPoints). On occasion this will include organising an external proof reader.• Coordination – Manage upwards to gather input as required from senior team members on relevant deliverables. This includes coordinating and chasing relevant team members to draft related input in a timely manner on outputs such as press releases.	

Events

- **Delivery** – Provide ongoing core support in the planning, communication, execution and evaluation of all Pro Bono Economics events, along with record keeping duties. Events include volunteer engagement, fundraising, report launches and the Annual Lecture.

Other Duties

- **Miscellaneous** – Perform additional duties as required to ensure the smooth running of the charity.

Person Specification

Criteria	Essential/ Desirable
Experience <ul style="list-style-type: none">• 1-2 years' experience in a communications/policy function.• Experience of working in a charity.	D D
Knowledge & Qualifications <ul style="list-style-type: none">• Strong academic record – degree educated	E
Skills/Competencies <ul style="list-style-type: none">• Excellent and demonstrable verbal (interpersonal) and written communication skills.• Attention to detail.• Project management.• Social media.	E E E E
Behaviours <ul style="list-style-type: none">• A respectful team player.• An affinity with Pro Bono Economics' core mission.• Flexibility – an ability to work to tight and often competing deadlines.• Initiative – an ability to spot, develop and promote new ideas to the wider organisation.	E E E E

Application Process

Closing date: 5pm – March 18th.

Interviews: To be held in week commencing March 25th.

To apply: Please submit your CV, supporting cover letter and [Equal Opportunities Monitoring](#) Form to HR@probonoeconomics.com

PBE is an equal opportunity employer and values diversity

For details of our Applicants Privacy Policy, please see <https://www.probonoeconomics.com/policies>.