

APPLICATION PACK: INTERIM MARKETING AND COMMUNICATIONS MANAGER



**Northamptonshire
Community Foundation**
Giving back to our county

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@northantscf

Welcome from the Chief Executive

Dear Applicant,

Interim Marketing and Communications Manager

Thank you for your interest in the role of Interim Marketing and Communications Manager at Northamptonshire Community Foundation (NCF). This is an exciting time to join our growing and ambitious team.

As the county's leading independent grant-making charity, NCF distributes around £1.2 million each year to local voluntary and community organisations. For more than 24 years, we've been proud to deliver vital support that changes, and often saves, lives across Northamptonshire. You can find out more in our latest [Impact Report](#).

We're passionate about strengthening local communities, supporting those most in need, and building a sustainable future through growing our £20 million endowment fund. This ensures we can make a difference today while securing long-term impact for generations to come.

As we continue to expand our reach and raise our profile, the Interim Marketing and Communications Manager will play a pivotal role in shaping and leading our communications strategy, promoting local giving, celebrating our partners, and sharing the powerful stories of communities we support.

This is a rewarding opportunity for a talented communicator who combines creativity, ambition, and a passion for making a difference locally.

I hope you find all the information you need within this pack. If you'd like an informal and confidential discussion, please don't hesitate to contact me on 01604 230033.

Yours sincerely,



Rachel McGrath
Chief Executive

About Northamptonshire Community Foundation

Northamptonshire Community Foundation is a unique grant-making charity.

We are the leading independent grant-making charity in Northamptonshire and we are proud to have worked with our fund holders and donors to ensure projects make a sustainable impact on local needs, helping our donors make the most of their charitable giving.

We deliver a variety of funding for the local voluntary and community sector awarding grants of around £1.2 million annually. We are dedicated to funding community-based action which improves the lives of our county's most disadvantaged people and communities. Child poverty, unemployment, homelessness, domestic violence and social isolation are just some of the issues we strive to tackle each year.

We are one of 47 Community Foundations across the UK which are playing a leading role in the development of community philanthropy and resources to sustain communities. For information and contact details of all Community Foundations and to find out about issues being addressed by the UK Community Foundations please [visit their website](#).

With the help and support of our donors and partners we are able to help the communities where we live, work and play. This Foundation is for the county of Northamptonshire. All funding raised stays right here.



A grant from our Northamptonshire Queen's Institute Relief Fund enabled local Charity Thomas' Fund to run music therapy sessions with babies, children and their carers in NICU units at Kettering Hospital.

Our vision, mission and values

The Foundation's vision is to create a culture of giving that strengthens and supports our local community.

Our mission for Northamptonshire Community Foundation is to see us providing a unique channel for donors of all kinds to engage with their communities and each other on a lasting basis. The Foundation will be seen as a catalyst of social change, making community philanthropy compelling and engaging local people in making communities better places to live, work, play and do business.

Northamptonshire Community Foundation will fund, connect and convene effective charitable activity that creates stronger and more cohesive communities.

The Foundation's role as a community leader means that we carry out research, build community resources, broker partnerships, promote strategic relationships and rise to the challenge in difficult circumstances when leadership is required.

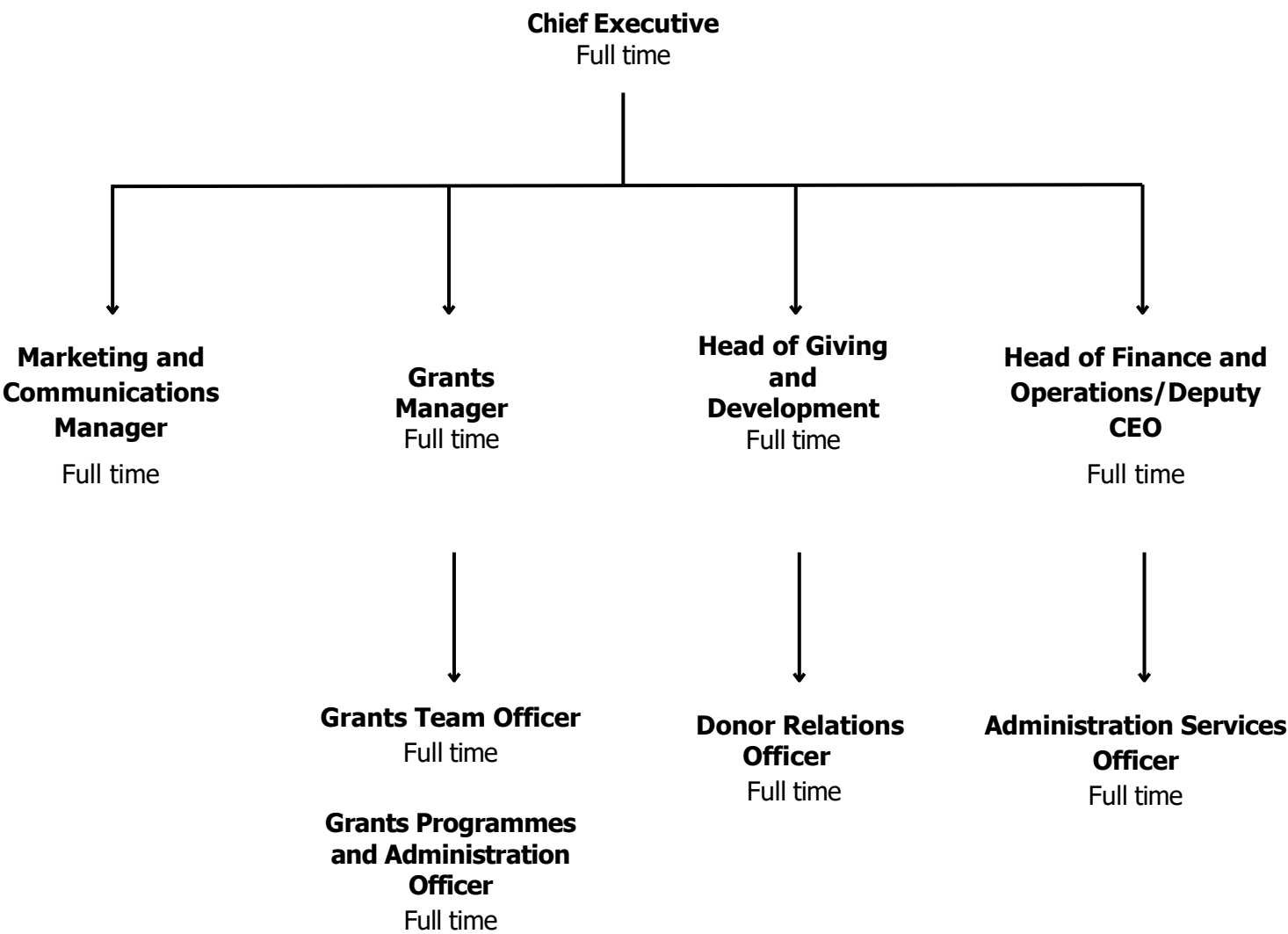
Northamptonshire Community Foundation is underpinned by its commitment to involving local people in decision making and to the values of cultural diversity and equal opportunities. It exhibits probity and good governance, with transparent and accessible procedures.

The Foundation's philanthropy advice, investment policies, financial systems and grant giving services are Quality Accredited independently every three years through an independent evaluator provided by our membership organisation UK Community Foundations.



**UKCOMMUNITY
FOUNDATIONS**
GIVING FOR LOCAL GOOD

Staffing structure 2025



How to apply

The closing date for applications is Monday 3 November at 9am. If you have any queries about the position, please call Rachel McGrath on 01604 230033.

To submit your application, please download and complete the application form, send a covering letter and personal statement based on the Job Description and Person Specification stating why you think you would be ideal for the position. Your statement must not exceed two sides of A4.

Please email these documents to: tina@ncf.uk.com

Alternatively, you can post your application to NCF, 18 Albion Place, Northampton, NN1 1UD.

Interview

Interviews will be held in the week commencing Monday 10 November at our offices in Albion Place, Northampton.

Professional and personal references will be required.

Our latest accounts, annual reviews and impact information can be downloaded from our website at www.ncf.uk.com.

Interim Marketing and Communications Manager

Responsible to: Chief Executive

Location: Northampton (Hybrid working – we currently work from home two days a week)

Salary Band: £30,000 pa + 3% contributory

Annual Leave: 25 days + bank holidays + 3 days additional at Christmas

Contract: Full-Time on a 1-year contract.

Key Responsibility: Supporting the communications of Northamptonshire Community Foundation.

Role overview: To develop the Northamptonshire Community Foundation Brand, ensuring all communications are high quality and consistent, producing reports on the progress of communications and development work.

To provide comprehensive support to the communications function of the organisation. Increase engagement with our social media platforms, website and create digital and written stories about the community groups we fund.

To support the delivery of the Marketing and Communications strategy. Working with the Grants Team to establish and maintain an effective process for promoting grant programmes and ensuring they are accessible to as many beneficiaries as possible, in particular small and hard to reach community groups.

You will need to be a quick learner who relishes a challenge.

Strategy and Development

- Support the delivery of the Marketing and Communications Strategy to help raise the Foundation's profile and reach across Northamptonshire
- Safeguard the reputation and brand of the Foundation

Digital

- Manage the day-to-day social media presence of the Foundation across all its social media platforms including Facebook, Bluesky, LinkedIn and Instagram
- Support the development of social media specific content including visual and graphics content in line with the current brand design
- Promote donor and grants stories, the Foundation's impact, campaigns and appeals
- Collate updated and contemporary digital photographs from awarded groups for press and promotions
- Put together a monthly e-newsletter to be sent to Foundation donors, partners and funded groups

Marketing and communications

- Co-ordinate the development and up-keep of the website, taking responsibility for the integration and development of the website with the overall marketing strategy
- Provide communications and promotions for Foundation campaigns including Family Food Aid and the Warm this Winter appeal
- Support the development of digital and print materials which may include liaising with external providers
- Deliver excellent materials and help support events for key stakeholders and external audiences

Press and media

- Support and liaise with local press including putting together press releases and arranging radio interviews
- Maintain good relations with local press and media to support the positive raising of the Foundation's profile
- Co-ordinate news stories and media opportunities for the Foundation, in particular in support of its strategies, campaigns and donor relations

Events

- Assist with, promote and support the Foundation's key events including our Annual Awards and Community Celebration events

Grants

- Ensure the Foundation is duly acknowledged by awarded groups through communications support

From time to time, it may be necessary for the postholder to contribute towards other aspects of the Foundation's work as required by the Chief Executive, commensurate with the scale and general nature of the post.

Desirable experience

- Working in a marketing or communications environment
- A demonstrable interest in working in the third sector – whether through work experience, volunteering or extracurricular activities
- A working knowledge of desktop publishing packages such as Photoshop
- Photography and filming skills

Essential Skills and Attributes

The job holder must be interested in working for a charity that is building stronger communities in Northamptonshire.

In order to be successful in the role the job holder must have/be:

- Experience of effectively writing and managing content for social media platforms
- Experience of developing and delivering e-communications
- General skills with standard PC packages (Outlook and Word) and Excel
- Creative and practical
- Positive, proactive and enthusiastic
- Keen to learn and experience the charitable sector
- A good communicator in writing
- Articulate, with a good telephone manner
- Accurate and reliable with attention to detail
- Well organised
- An effective team player
- Able to enjoy working in a small team