

COMMUNICATIONS AND EVENTS MANAGER

The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science, health, education and the arts & humanities. The Foundation manages an endowment of some £850 million and allocates over £30 million each year in grants across a range of funding themes.

An exciting opportunity has arisen to join the senior management team at the Wolfson Foundation in the key position of Communications and Events Manager. This role will report directly to the Chief Executive and work closely with the grants team, coordinating with the Head of Grants and Policy. The position manages all communications and publicity via various media, including the Foundation's website, social media and press releases. The role will be responsible for stewarding our newly-launched brand and managing the redesign of the website over the next six months. The Foundation hosts a small number of events each year, notably the Wolfson History Prize, and part of this role is to manage these events. We are also keen to explore building networks of talented individuals and excellent organisations who have been identified and funded through our programmes.

The position is an ideal opportunity for someone with experience in publicity, relationship management and events planning (perhaps within the fundraising or philanthropy sectors). It might be particularly suitable for someone with expertise and an interest in public engagement with science.

The successful applicant will have a high level of spoken and written English, excellent organisational and administrative skills, a high level of attention to detail and the ability to work flexibly, managing a varied workload under pressure. Experience in publicity and organising events is essential, as is the ability to work proactively to highlight the work of the Foundation.

The role requires an individual who is personable, professional and confident, particularly in public-facing situations. They must be confident enough to work both independently and as part of a small team. Enthusiasm for the activities undertaken by the Foundation is essential as is the intellectual curiosity to work across the whole range of the Foundation's activities.

The successful candidate will start in late August/early September (or as soon as possible thereafter), and the hours will be Monday-Friday 9.30am-5.30pm (or equivalent), with some attendance at events out of office hours. The role is based at the Foundation's office in London but will entail some meetings and visits around the UK.

Applications should be made by email (attaching a cover letter addressed to the Chief Executive and a CV) to: jobs@wolfson.org.uk by **10am on Friday 7 July**. Further details, including remuneration, will be discussed at interview. It is likely that interviews will take place on 12 or 17 July.