



Role: Campaign Coordinator, 30% Club, UK and International

Working pattern: Full time at 5 days per week (agile working)

Location: Remote with travel to London 1 to 2 times per week

The 30% Club is searching for a dedicated Campaign Coordinator to ensure the continued growth of the campaign in the UK and around the world. The Coordinator will report directly to the global Chair and will work with a number of key stakeholders including the UK Steering Committee, Working Groups, International Representatives, Member Organisations and Partners. The cornerstone of all organisational and communications activity, the ideal candidate is highly self-motivated, professional and capable of prioritising work in a fast-paced environment that sees the campaign continually expanding. This is an excellent and varied opportunity to join a purposeful organisation committed to making the world a better place for all.

Your Role:

As the central point of contact for all activities related to the campaign, the Coordinator collaborates with and manages all campaign stakeholders to ensure the smooth day-to-day running of the campaign. You will support the 30% Club's Global Chair, provide input to the strategy and coordinate the UK and international meetings. You will be the bridge to the international chapters and be particularly supportive in helping set up new ones. You will manage membership enquiries and membership data. You will be responsible for UK communications including the newsletter, website and social media content. Administrator, organiser, creator, relationship builder.

Your Typical Day:

Marketing and Communications

- Create social media content revolving around key milestones and events
- Update the website with a new press release
- Work with the media team and the Chair to respond to a newspaper request
- Provide strategic advice and guidance to a new chapter being set up

Stakeholder management and engagement

- Excellent engagement and relationship management of UK Steering Committee, Working Groups, International Representatives, Member Organisations and Partners
- Work with the Global Chair to confirm agendas for stakeholder meetings
- Email the UK members an invite for a Chair and CEO event

Business and client development

- Respond to a FTSE 350 company that has asked to join the 30% Club
- Run a report to see what percentage of FTSE 350 companies are members of the 30% Club
- Update members list when FTSE 350 Chair changes and invite new Chair to support
- Liaise with business schools on the promotion of the scholarship initiative

What we are looking for:

A proactive, hands on leader. You will be passionate about diversity and inclusion and believe the world will be a better one when women take their place equally with men in running it. You will have great organisational and planning skills,



and excellent written and oral communication skills. You will be a people person who thrives from making connections and creating meaningful client and stakeholder relationships.

Multitasking will be your middle name; you will be calm under pressure, enjoy problem solving, have a critical mind, and be detail oriented. You will be well versed in Microsoft Office, competent in Excel and have strong analytical skills.

Moving Ahead sponsor this role as part of their partnership and commitment to the 30% Club.

To apply, please email Katherine Godsmark at careers@moving-ahead.org with your CV and cover letter



MOVING AHEAD



30% Club
GROWTH THROUGH DIVERSITY