



Role: Campaign Manager, 30% Club, UK Chapter
Working pattern: 2 to 3 days per week (agile working)
Location: Remote with occasional travel



The 30% Club is searching for a dedicated Campaign Manager to ensure the continued growth of the campaign in the UK. The Manager will report directly to the UK Chair and will work with a number of key stakeholders, including the UK Steering Committee, Working Groups, 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 characterises the campaign's vision for growth, development and measurable impact. This is an exciting opportunity to join a purposeful organisation committed to gender equality and gender balance.

Your Role

As the central point of contact for key stakeholders and campaign activities, the Manager ensures the smooth day-to-day running of the UK campaign, in line with the Principles of Operation and according to the Global Mission and Campaign Strategy. Supporting the 30% Club's Chair, the Manager's responsibilities are broad and varied and include overseeing the work of/delegating tasks to the Campaign Co-Ordinator who supports both the Global and UK Campaigns.

Responsibilities:

Growth & business development:

- Work with the Chair to develop new initiatives to support the UK campaign.
- Convene supporter events to align to growth aspirations.
- Identify opportunities for strategic alliances and partnerships that fit with the Chapter strategy.
- Oversee delivery of established solutions (mentoring, executive education) and new developments (board level talent programme)

Chapter governance:

- Act as Secretary to UK Steering Committee – working with the Chair and Co-Ordinator to agree agenda, meeting logistics and follow on action plans
- Lead on onboarding new supporter organisations
- Support initiatives to drive volunteer funding and support related activities
- Ensure continuous alignment with the Principles of Operation applicable to all Chapters.
- Lead on key event management eg Workshops, round tables
- Undertaking basic financial management responsibilities, liaising with Accountants as required

Marketing and Communications:

- Crafting the messaging house for UK Chair and update regularly based on local market trends; includes social media, blog posts, speeches, panel preparation and media interview preparation.
- Identify PR media opportunities in the UK, liaising with PR agency (to be appointed) as required
- Develop and maintain a calendar of events for UK Co-Chairs to promote the campaign, improve visibility and widen access.
- Develop and maintain a strong social media presence in the UK.





What we are looking for:

A proactive, hands-on leader, the role requires strong organisational and planning skills; stakeholder management experience; excellent written and oral communication skills; experience of operating within a complex matrix structure at a senior level and experience of delegating to and motivating others. The ability to multi-task, keep calm under pressure, to problem solve, have a critical mind, and be detail oriented are all useful attributes. You will be well versed in Microsoft Office, competent in Excel and have strong analytical skills.

This role would suit an experienced professional looking for greater flexibility and for the opportunity to drive a values-based, purpose driven business campaign.

Recruitment is being handled by BNY Mellon, please send your CV with a covering letter to David.Barrie@bnymellon.com

