

The Finance Innovation Lab

Programme and Communications Coordinator

Are you a skilled communicator with a flair for writing and an eye for detail? Would you take pride in ensuring Lab events run successfully and our internal processes are top-notch? If so, this could be a fantastic opportunity for you to gain experience in a globally recognised pioneer of systems change.

The Finance Innovation Lab is a catalyst for change in the financial system. Our vision is a financial system that works for people and planet: one that is democratic, responsible and fair. We connect people who are changing the financial system, develop them as leaders and help them scale their work. Our flagship programme is [Lab Fellowship](#), a six-month incubation programme for innovators with a social purpose, and we have an exciting strategy for growing our work over the next few years.

We're looking for someone to support the smooth running of the Lab's core communications, day-to-day operations and creative, participative events. You don't have to have a lot of experience in finance or systems change, but you do need to be highly proactive, organised and efficient, a natural team player, and someone who sees unexpected or unusual challenges as an opportunity to learn.

If this sounds like you, please apply by sending your CV and a covering letter (each no more than 2 A4 sides) to hello@financeinnovationlab.org by 9am on Tuesday 30 May 2017. In your covering letter, please tell us why you are interested in this role and what makes you a good fit.

We're not just interested in your formal work experience – if you have voluntary or life experience relevant to the role, please also tell us about this. If you have any questions about your suitability for the role, please email us at the same address and we'll do our best to help (but please note that we are a small team and won't be able to respond immediately).

We are committed to providing equal opportunities for everyone regardless of their background. We recognise that people from certain backgrounds are under-represented in society and in our communities, and we want to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.

About the role

Job title:	Programme and Communications Coordinator
Reporting to:	Executive Director
Starting salary:	£20,000 - £25,000 (pro rata) per annum, dependent on experience + retirement savings options
Contract type:	Fixed term (1 year) with potential for extension subject to funding
Hours:	0.6 FTE (21 hours per week)

Role purpose

To provide effective communications, operations and logistics support for Lab programmes.

Key responsibilities

- Manage the day-to-day delivery of Lab communication channels, including the website, email newsletter and social media channels
- Support the design and delivery of events, workshops and meetings, with a special focus on event logistics and contact management
- Capture key insights and learning from events, meeting and workshops, and ensure these are shared across the team
- Manage the day-to-day administration of operational systems including HR, finance and IT
- Contribute to the development of overall Lab strategy
- Contribute to the smooth running of core governance and operational processes
- Contribute to the maintenance and development of The Lab's culture by modelling collaboration, action learning and empowerment in your working practices

Key skills and experience

Essential

- Experience of delivering online communications, including social media
- Excellent verbal and written communication skills
- Able to work with initiative and anticipate the needs of other team members
- A completer-finisher with strong attention to detail
- Ability to juggle multiple tasks and responsibilities
- A keen interest in the financial system and a sense of the failings of the current system
- Someone who takes pride in producing high quality work
- Good Microsoft Word and Excel skills, with an ability to learn new software

Desirable

- Experience of supporting the day-to-day operations of an organisation, such as HR, finance or IT administration
- Experience of managing event logistics (venue, materials, catering, etc.)
- Practical experience in designing and hosting events using participatory processes
- Experience of Wordpress, Mailchimp and the main social media channels such as Twitter and You Tube

Values and behaviours

- Deeply committed to the Lab's mission to build a democratic, responsible and fair financial system
- Takes pride in enabling others to succeed
- Takes responsibility for their own work and is constantly looking for ways to improve existing approaches
- Able to adapt to the needs of an innovative, growing organisation
- Committed to reflection and learning, including sharing failures and uncertainties