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| Job Description Head of External Relations (Maternity Cover) | |
| Post Title | **Head of External Relations (Maternity Cover)**  It is an occupational requirement that applications are open to women only, as permitted and defined under Schedule 9 Part 1 of the Equality Act 2010 and appropriate guidance. |
| Responsible to | CEO |
| Location | Nottingham Women’s Centre 30 Chaucer Street, Nottingham, NG1 5LP |
| Hours | 37 hours per week (flexible, some hybrid) |
| Salary | £38,914 per annum |
| Contract | Fixed term – 9 months maternity cover with the potential scope to extend to 12 months |
| Closing date | Sunday 9th November 2025 |
| Interview date | Week commencing Monday 17th November 2025 |
| About us | |
| Nottingham Women’s Centre is a women’s community and services space dedicated to helping women to overcome barriers, have their voices heard and seek solutions that create a better future for themselves. We do this by offering a network of services that include counselling, advice and guidance, courses, health and well-being activities, volunteering, focussed campaigning and activism. | |
| **General Description** | |
| We’re looking for an experienced **External Relations & Communications Lead** to join our senior leadership team at an exciting point of change and development for the organisation.  This is a maternity cover role, but it will be a dynamic and hands-on period. You’ll lead our communications to support the Centre’s day-to-day activities and partnerships, oversee organisations and volunteers delivering courses and events, and potentially drive a major new fundraising campaign for our building development. You’ll also contribute to our community campaigns and manage key external relationships.  At its core, this role focuses on **communications and external engagement** — offering a genuine opportunity to be a key public face of Nottingham Women’s Centre during a pivotal time in our journey. | |
| Key Responsibilities | |
| **External Relations Leadership inc**   * Oversight and ongoing development of a key cross-functional team who deliver communications, volunteering, activities and events, campaigns, and fundraising with particular focus on: * Development and maintenance of the Centre’s external profile, voice and relationships to achieve organisational objectives. * Guide the senior team and Board on PR, press and reputation management   **Communications & marketing**   * Continued evolution of the Communication Strategy and NWC core narrative aligned to organisational goals * Oversight of development and implementation of effective ongoing marketing and communications across all platforms to publicise the work of the Centre and our partners and increase the visibility of the face of NWC * Maximise opportunities for direct income generation * Advise the Board, CEO and senior leadership on reputation management and external positioning on both local and national issues * Manage any press contacts and wider PR opportunities for centre promotion and sharing of our core messages * Ensure that the voices and experiences of women we support are central to all communications   **Campaigns & Community**   * Oversight of our policy and campaigns work, and particularly supporting and amplifying women’s lived experience to initiate and contribute to policy and system change * Bring women’s organisations and groups together to network, build capacity and increase our collective voice and impact * Represent NWC on partnership networks and groups, particularly in relation to policy and campaigns. * Support the CEO in developing and maintaining political engagement   **Fundraising**   * Supporting the Senior Fundraiser on the strategy and delivery to diversify income sources with a focus on individual donations (including major donors), corporate fundraising and fundraising campaigns to build unrestricted funds * Supporting other SLT members in the creation and submission of bids to grant funders and commissioners of services * Leading on the identification and prioritisation of bid opportunities   **Delivery of Activities, Courses and Volunteering**   * Oversight of volunteering strategy and management through the Volunteer Coordinator * Line management of the Volunteer Co-ordinator / and Activities Co-ordinator ensuring smooth running of all activities and events and support for partners and their activities as well as our own.   **NWC Leadership and Strategic Input**   * Contribute to organisational strategy and business planning. * Work closely with other members of the senior leadership team to ensure alignment across contracts, teams and activity offers * Build and maintain working partnerships with external organisations * Support and develop your team ensuring they are competent and empowered to undertake their roles and support you and the organisation deliver quality services * Ensure that all work is carried out in accordance with relevant legislation and Nottingham Women’s Centre policies and procedures, including the Centre’s Equal Opportunities policy and Health and Safety Policy. * Deputise for the CEO as required.   The nature of the role and organisation will require you to be flexible and you may be asked carry out any other duties commensurate with this post. | |
| Notes | |
| * As part of our anti-racism work we aim for 50% of shortlisted candidates to be from an ethnic minority. This positive action is being taken to further diversify our team. All shortlisted candidates must meet the essential minimum criteria which are marked with a \* on the person specification. * We offer a generous amount of leave, opportunities for flexible and or hybrid working, workplace pension, personal development and a supportive working environment that includes access to an employee assistance programme. * This post is subject to completion of a three-month probationary period. * An enhanced DBS clearance is required for this role. | |

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| **Person Specification**  Please address each criteria in your application. | | | | | |
|  | Essential | Desirable | Assessed by | | |
| Application form | Interview | Test |
| Qualifications | \*Minimum of 5 GCSEs (or equivalent) including English and Maths or the ability to work at this level and beyond plus evidence of continuous professional development and self-directed learning | Degree level or equivalent qualification in a relevant area and / or equivalent experience | 🗸 | 🗸 |  |
| Experience | \*Significant experience in External Relations leadership and budget management and able to be responsive and flexible to the ever changing charity sector environment | Large scale campaign leadership | 🗸 | 🗸 | 🗸 |
| Managing cross-functional teams, building quality, consistency and sustainability in delivery | Working in a front line service delivery organisation and supporting a lived experience work force | 🗸 | 🗸 | 🗸 |
| Relationship development and management of organisational stakeholders big and small such as tenants of the building, local councils and grant funders | Experience in a small charity or nonprofit setting with limited resources and capacity. | 🗸 | 🗸 |  |
| \*Practical experience in overseeing and guiding a team delivering Comms, Campaigning & Fundraising | Specialist knowledge in a relevant area ideally Comms  Oversight of service or activities provision of some kind | 🗸 | 🗸 |  |
| Experience in managing and development data capture and analytics, KPI design and reporting. | Database and CRM (non-technical) development work | 🗸 | 🗸 | 🗸 |
| Skills and Knowledge | \*Values based people leadership building relationships, supporting development and delivery | Experience and insight in management of teams with lived experience | 🗸 | 🗸 | 🗸 |
| Effective high level communication and engagement skills to work with staff, volunteers and partners | Awareness of safeguarding best practice and ability to support the team | 🗸 | 🗸 | 🗸 |
| Ability to work independently as well as across teams, bringing staff together | Comfortable working where things are currently ambiguous | 🗸 | 🗸 |  |
| Familiarity with charity governance and regulatory compliance on so far as it frames fundraising | Knowledge of GDPR and Charity Commission frameworks | 🗸 | 🗸 | 🗸 |
| \*Manage multiple projects simultaneously, track and prioritise activity and focus for maximum impact. | Developing risk and impact assessments in support of change programmes | 🗸 | 🗸 | 🗸 |
| \*Awareness of equality, diversity and inclusion and appropriate support through workplace requirements |  | 🗸 | 🗸 | 🗸 |
| Personal Attributes | \*Adaptable, practical and resilient, able to support the emergent nature of demands in the organisation | Flexibility to support centre activities as and when required | 🗸 | 🗸 |  |
| \*A collaborative and inclusive approach to leadership, based in feminist values |  | 🗸 | 🗸 |  |
| \*Commitment to work in line with our values, policies, procedures and relevant legislation. |  |  | 🗸 |  |