

Job Title: Communications and Partnerships Specialist, Tent UK

Based in: Anywhere in the UK

Please email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

About the Tent Partnership for Refugees:

Tent UK is a network of over 70 major companies that are committed to hiring refugees across the country and helping them become job-ready. Tent UK is the national coalition of the Tent Partnership for Refugees, which was founded in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise the world’s largest employers to help refugees access local labour markets. In addition to the UK, Tent operates in eleven other countries across the Americas and Europe. Find out more at www.tent.org/uk.

About the role:

Tent UK seeks a bright, organised, and hard-working Communications and Partnerships Specialist, fluent in and able to communicate flawlessly in English, to help support our communications, event management, and partnerships efforts in the UK.

This role is ideal for individuals with 3-5 years of relevant work experience in corporate communications, whether in an agency or in-house setting, including experience in media relations.

Reporting to the Director of Tent UK, this role will be responsible for organising and executing a range of in-person and virtual Tent UK events, researching and pitching speaking opportunities in the UK, and supporting all communication activities, including media engagement, producing social content, and writing talking points. Additionally, they will support Tent’s mentorship programmes, maintain relationships with referral partners, and conduct research on companies for potential partnerships. Strong writing, organisational, and project management skills are essential.

Key Responsibilities:

Events

- Organise and execute a range of in-person Tent UK events, including workshops, conferences, and job fairs. This includes end-to-end project management, identifying and managing venues, agenda support, sending invites, tracking registration and

attendance, overseeing collateral production, preparing briefing materials, and supporting the Tent UK team on liaising/managing key partners. This may also occasionally include support of larger pan-European or multi-market events.

- Organise and execute virtual Tent UK events, such as coalition meetings or initiative launches. This includes responsibilities listed above and all related virtual event needs.
- Track costs, ensure activities are on budget and on time, manage vendors, and process invoices.

Comms & Marketing

- Research and pitch speaking opportunities for the Director of Tent UK, providing them with support in the lead-up to events by drafting speaking points, liaising with event organisers, etc.
- Copy edit and proof written content such as press releases, social media copy, and marketing materials for Tent UK.
- Support the execution of communications activities including press campaigns and launches as well as ongoing activity including: drafting/tailoring press releases, media relations, interview coordination, social content development, and liaising and collaborating with partners.
- Support with local market media and news monitoring.

Mentorship

- Provide operational support to Tent's mentorship programmes in the UK, including helping address queries from programme participants and participating referral partners, liaising with the global mentorship team, maintaining internal data on UK mentorship programmes.
- Maintain relationships with Tent UK's network of referral partners for mentorship initiatives and support mentee recruitment as needed.
- Expand refugee mentee recruitment by forging relationships with new referral partners including refugee-facing NGOs, diaspora groups, and other organisations.

Partnerships

- Conduct research on companies targeted for Tent membership or initiatives
- Create materials for company calls, coordinate follow-up and related communications
- Data management for Salesforce and other information trackers

Mandatory skills/experience:

- Bachelor's degree
- Between 3-5 years of relevant work experience
- Experience working in a communications environment either agency side or in-house
- Media relations experience
- Experience writing press materials / social content
- Event management experience

- Excellent critical and analytical skills
- Excellent written and spoken fluency in English
- Effective relationship management skills with external and internal stakeholders
- Proven ability to manage up
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Flawless grammar with a keen eye for accuracy
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- Proficiency in Microsoft Office Suite and video conferencing tools

Desired skills/experience:

- Familiarity with business issues (e.g. diversity and inclusion, employee engagement, etc.)
- Some knowledge of policy issues affecting refugees in the UK is helpful, but not essential
- Confident presentation skills
- Proficiency in Google Workspace and Slack

Desired qualities

- A willingness to roll up your sleeves
- A hard worker willing to go above and beyond to deliver high-quality work
- An entrepreneurial self-starter, able to work independently
- Intellectually curious, with a thirst for learning
- Buzzing with creative ideas and enthusiasm
- Ability to make decisions in a changing environment and comfortable operating in gray areas
- A positive, energetic, can-do attitude
- Willingness and ability to travel from time to time within and outside the UK

To apply:

Please email your CV and a short cover letter to careers@tent.org as quickly as possible as applications will be reviewed on a rolling basis. If your background is a fit, we will be in touch.

Even if your experience is not a 100% match, we encourage you to apply. What we've listed are guidelines, not hard and fast rules. Tent will consider people from a variety of backgrounds and career experiences. We specifically encourage people with a refugee background to join our team.

Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or



TENT

any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.