

Job Title: Communications and Partnerships Specialist, UK (*specialist 4 yrs; English fluency mandatory*)

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:

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 300 major companies committed to hiring, training, and mentoring refugees. Find out more at www.tent.org.

About the role:

Tent is looking to recruit a bright, organized, and hard-working communications and partnerships manager fluent in and able to communicate flawlessly in English, to help support our communications and partnerships efforts in the UK.

Key Responsibilities:

Events

- Organize and execute a range of in-person Tent events, including workshops, conferences, and CEO-level dinners. This includes end-to-end project management, identifying and managing venues, identifying and securing speakers, agenda support, sending invites, tracking registration and attendance, overseeing collateral production, preparing briefing materials, and supporting the Country Director on liaising/managing key partners. This may also occasionally include support of larger pan-European or multi-market events.
- Organize and execute virtual Tent events, such as webinars 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 UK Country Director, providing them with support in the lead-up to events by drafting speaking points, liaising with event organizers, etc.
- Copy edit and proof written content such as reports, press releases, social media copy, and marketing materials in the 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 programs in the UK, including matching mentors and mentees, helping to address queries from program participants and participating NGOs, maintaining internal data on UK mentorship programs; and supporting mentee recruitment as needed

Partnerships

- Company research and support:
 - Support the Country Director in creating materials for company calls
 - Conduct research on companies targeted for Tent membership or initiatives; coordinate follow-up and all related communications
- NGO partner research and relationship management:
 - Support Tent's network of NGOs for mentorship initiatives
 - Research and understand UK government mandates, departments, and policies related to refugees.
 - Identify and reach out to other potential implementing partners, such as community groups and new NGOs.
- Develop and conduct trainings for companies on a range of topics related to refugee inclusion
- Support in adapting Tent resources and materials for the UK landscape, providing guidance to companies on refugee hiring

Mandatory skills/experience:

- Bachelor's degree
- Experience working in a communications, campaigns, partnerships, or account management environment either agency side or in-house
- Event management experience
- Excellent written and spoken fluency in English
- Second-to-none writing skills (especially for a corporate audience)
- 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
- An obsessive eye for detail & a grammar pedant
- Proficiency in Microsoft Office Suite and video conferencing tools
- Confident presentation skills

Desired skills/experience:

- Media relations experience
- Experience writing press materials / social content
- 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
- Excellent critical and analytical 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 20% of the 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 those with lived experience as a refugee 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 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.