



Digital Communications Manager

Reports to: Senior Communications Manager

Jump is the UK's leading provider of sustainability engagement and behaviour change programmes, and our clients include NHS Trusts, Universities, businesses and local authorities. Our mission is to empower and motivate people to take action for a sustainable future.

We're all about driving positive behaviour change, whether it's energy saving in the workplace or improving waste minimisation among residents. We're proud to be working with some of the largest and most progressive organisations in the UK who, like us, believe that we will reach net zero much faster by bringing more people on the journey. We're also proud of our purpose-driven culture, united by our mission and ambitions to reach more people with our award-winning product and service.

Your Role in Our Mission

We are looking for someone to contribute to the successful delivery of client programmes through communication and promotion. You'll be self-motivated, able to work on your own initiative and have experience of creating both written and visual content for digital communications. Given our industry, a commitment to environmental sustainability is desirable.

You'll need to learn a lot about our platform and product and quickly pick up the nuances of our member groups. You need to have a highly creative mind-set and be enthusiastic about our ethos. We're working to incorporate AI increasingly into our processes, so knowledge and enthusiasm in this area is welcome. Every day will be different, and we'll train you in what we do and why, but you must already have the commitment and drive. We're a small team that delivers big things and the ability to work collaboratively is a must.

Key Tasks

- Creating engaging written content for digital communications for a wide range of audiences
- Designing digital assets for a range of channels, including social media, newsletters and web platforms using Canva and Adobe Creative Cloud.
- Delivering digital newsletters by utilising Mailchimp to manage contact lists, send communications and track performance.
- Nurturing, communicating with and presenting to clients.
- Contributing to communications calendar to ensure all content is delivered for clients on time.
- Be able to quickly grasp our Content Management System in order to add content to our webpages and create news stories. Knowledge of HTML/CSS useful.
- Assisting the Communications team by editing and proof reading content.

- Compiling and tracking statistics and figures based on our engagement and communications performance.

Essential Attributes

- At least 1-2 years of experience working in a communication or engagement role.
- Excellent spoken and written English and the ability to generate content for diverse audiences.
- Strong ability to create and proof visual assets that are engaging and impactful for multiple channels including social media, posters, emails.
- Awareness of graphic design, including using Adobe Creative Cloud and Canva.
- Excellent time management skills in order to successfully manage a number of competing priorities and busy periods.
- Ability to pick up new systems and processes quickly.
- Excellent interpersonal skills, and confidence communicating and presenting to clients.
- A critical mind-set, able to support the development of novel communication approaches and think forward about how to improve processes, anticipate problems and maintain audience interest.

You'll ideally be educated to degree level with experience in digital communications and, ideally, working in a client-facing role. You must have an enthusiasm and real interest in what we do.

Our offer to you

Job type: Full time, 5 days a week

Starting salary: £27,500 year + annual bonus

Holidays: 22 days per annum + extra day for every year of service

Hybrid working: 50:50 working from home and in the office within 50 miles of the office (Brixton/Clapham Common), and 1 day a week for those further than 50 miles.

- Benefit from our Employee Ownership Trust structure (i.e. tax-free annual bonus)
- Flexible working outside of core hours (10:00 - 16:00 Mon-Fri)
- Annual company bonus scheme.
- Wellbeing week during Christmas
- Early Friday finish - 4pm instead of 5:30pm.
- Extra day of holiday for every year of service.
- £200 Personal Development and Wellbeing budget each year.
- Opportunity for 4-week sabbatical leave at 10% pay after 2 years of employment.
- Paid volunteering day each year and time off to donate blood.
- Cycle 2 Work programme
- Employee Assistance Programme
- Employee Discounts Programme
- Compassionate Leave

- Company Pension Scheme

Recruitment Process

- Submit your CV, a short cover letter and (optional) examples of comms assets you have created to our [Application Portal](#).
- 15-minute introductory phone interview with Senior Communications Manager
- 40-minute task (creating an infographic and accompanying copy)
- 1 hour interview with Programme Director and Senior Communications Manager
- We'd prefer to hold the interview in person, but if for some reason you can't then we're happy to go online.
- We're hoping to get this position filled quickly, so a candidate that can start ASAP is desirable.

Deadline for applications: 29/04/2024 (but will interview on a rolling basis)

Jump into your new career

At Jump, we value empathy, impact, innovation, fun, collaboration, and entrepreneurial spirit - but most of all, we want you to feel comfortable to be yourself. We value all cultures, backgrounds and experiences, as we truly believe that diversity drives innovation. We particularly welcome applications from disabled, Black, Asian and minority ethnic candidates as these groups are under-represented within the sustainability and technology sectors.

Express yourself, join our community and help us empower & motivate people to take action for a sustainable future.

To be considered, please submit your CV and a (short) cover letter explaining why you want the job and how you meet the criteria above at our [Application Portal](#).