



## **External Communications Lead & Project Coordinator**

### **Purpose of the role**

- Increase the visibility of our work as an organisation, highlighting the breadth and impact of the work that we're offering, whilst strengthening our legitimacy to build and support key relationships across European social movements.
- Coordinate & administer funding projects.
- Write funding proposals in collaboration with the team.

### **Who we are looking for?**

This role combines 2d/w on External Communications and 2d/w on project coordination. We are looking for someone with experience managing social media networks and able to design a communications strategy to strengthen our network building role within social movements in Europe. This should also be somebody willing to immerse themselves into the administrative and coordination maze of grant management, which enables us to offer our training work for free to activists across Europe.

We would love for the person to become a long-term team member. For people aiming to work with us for the "short-term", we envisage a minimum 2 year commitment, as our experience shows that it takes 6-12 months to fully land in the team. We will have a "probation" period for 1 year and hold regular reviews with you to assess how it is going.

We believe life experience and skills are transversal, as long as you have a learning mindset and enjoy taking on challenges. So, please don't hesitate to apply if you think you would be able to achieve the initial objectives and key results, even if you haven't done this kind of work before.

### **Initial objectives and key results**

**1. Collaborate with the External Communications circle to adapt and implement our External Communications Strategy.** You will take a lead reviewing our communications strategy, design realistic goals and implement and/or coordinate the work required to reach them. You will use your visioning skills to help us identify growth areas. Your enthusiasm and creativity mean you'll have to find the balance between the ambition of what we could be doing, with the time available for it (2d/w). You will use your self-management skills to keep track of detailed tasks as well as prioritise the non-urgent but important work. Your excellent communication skills will support you to contribute to generating

a “voice” that represents Ulex as a project, and you will be able to use it to communicate across a range of channels.

**2. Take on Project Coordination responsibilities (2d/w).** You will use your coordination and communication skills to contribute to all stages of funding management: generating and maintaining relationships with partner organisations, developing funding proposals, supporting partners with contracts, guiding participants through paperwork with good spirits and warmth even if you’re doing it for the 50th time, navigating a wide range of spreadsheets, writing project reports and so on. There are times in the year (particularly funding deadlines) where there’ll be a higher workload, and ideally you would be able to work flexibly around this.

**3. Promote our Online Training and Resources.** We are in the process of generating and writing up the accumulated 10+ years of training experience. A lot of this will be transformed into online learning modules. We want to make sure that this work is widely available and accessible to those who will benefit from it. You will be the key person promoting it. We aspire to have thousands of people across Europe accessing these resources.

**4. Increase the legitimacy of Ulex as a resource for social movement learning in Europe.** We are working hard to support capacity building in social movements. We believe a key aspect of this is to enable collaboration across social movements as well as the varied actors within them (grassroots collectives, unions, municipalist organisations, NGOs...). You will use your skills, knowledge and political analysis to support opportunities for movement learning and collaboration in Europe through dynamising our online platform and/or other spaces for inquiry and organising.

#### **Long term objectives and key results**

**5. Increase the legitimacy of Ulex to gain financial support from funders and individuals.** We want to diversify our financial resources, particularly to achieve more autonomy to offer the work we want to offer. You will design the Comms Strategy (point 1) with this in mind, and will collaborate with the Fundraising and Finance Circle to design a long-term plan to achieve this.

#### **You should not take this role if:**

- Our organisational culture and values do not strongly resonate with you (see relevant section on the recruitment info page on the website);
- You’re not deeply curious and engaged in understanding the socio-political strategies, context and actors of European social movements;
- You can’t respectfully manage and hold different perspectives and priorities;
- You have trouble being self-directed;
- You’re not comfortable working as part of a team;
- You’re disorganised and don’t take personal responsibility or accountability;
- You can’t retain confidentiality;
- You’re not comfortable with digital tools;
- You’re not willing to develop caring and supportive relationships with the people you work with;
- You have little interest in deepening your learning around oppression, discrimination, and active solidarity.