

## Communications and Events Officer

Salary	£31,500 – Pro rata
Duration	12 months
Hours of work:	28
Location:	Hybrid
Reports to:	Executive Director - Interim
Line reports:	Volunteers & Interns

### About Us

FORWARD (Foundation for Women's Health Research and Development) is a pioneering organisation led by and for African women, working to end multiple forms of violence against women and girls. From child marriage, female genital mutilation, domestic abuse, faith-based abuse and related harms. Our vision is for African women and girls everywhere to have equality, live in dignity, be healthy and thrive free of violence. Our mission is to transform responses to violence against African women and girls through delivery of specialist support services, partnership and leadership development and community interventions.

FORWARD marked our 40<sup>th</sup> Milestone in 2025 and is committed to scaling up our campaigns and advocacy work. As the Communications and Events Officer, you will be working alongside the Executive Director & Fundraising Manager to support our unfinished policy agenda on tackling FGM, child motherhood and faith and culture. You will be self-motivated, proactive and passionate about increasing our influencing capacity to promote dignity, equality and wellbeing, while supporting FORWARD to live our approach to fundraising through trusts and foundations. You will identify new opportunities, write compelling proposals and drive ongoing engagement to increase our income.

### What's it like working at FORWARD?

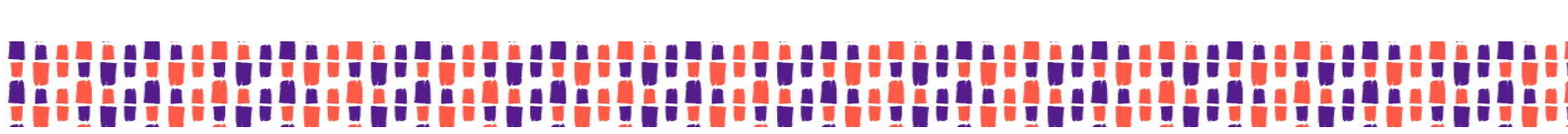
We have a culture of encouraging creativity. Bringing ideas and solutions to complex problems is welcomed as part of the role. We believe in connectivity, and ensure that we connect as a team by being together in our London office as much as we can. We are committed to building a truly diverse team and have a commitment to equality, diversity and inclusivity as part of who we are and everything we do. We are a values-driven organisation and expect all our staff to exhibit a commitment to these through their working practice. As an organisation that tackles multiple forms of abuse, staff are supported to embrace a culture of well-being and continuous improvement, feedback and feeling able to challenge each other to succeed.

### About the Role

The Communications and Events Officer will play a vital role in advancing FORWARD's mission by using communications as a tool for social change. This role is not just about delivering content, but about shaping narratives, challenging harmful norms, and amplifying the leadership and voices of African women and girls.

You will work across the organisation to tell powerful, ethical and impactful stories that influence policy, engage communities and mobilise supporters. This includes translating complex and sensitive issues into communications that are accessible, culturally competent and rooted in a survivor-centred approach.

By strengthening FORWARD's digital presence, supporting campaigns and elevating partnerships, you will help build a stronger movement for gender justice and contribute to long-term systemic change.



This is a part-time post, flexible on location, although some travel within the UK may be required. The role will support fundraising events, requiring occasional evening and weekend commitments (for which time in lieu will be granted).

## Our Benefits

We offer a wide range of employee benefits including:

- Excellent annual leave entitlement
- Pension scheme
- Employee Assistance Programme
- Flexible working
- Opportunities for training and professional development

## How Will You Make a Difference?

### Content & Communications (30%)

- Implement FORWARD's communication strategy and manage the organisation's presence internally and externally
- Produce high-quality, engaging content for digital and print channels (website, e-newsletters, annual reports, campaigns)
- Manage FORWARD's social media platforms, planning and delivering creative content
- Maintain and update the organisation's website
- Ensure all communications are consistent with FORWARD's brand, tone and values
- Support media engagement and thought leadership strategy, including drafting press releases and rapid response communications.
- Act as key point of contact for FORWARD's contracted communication and publishing consultants, providing oversight and sign off of key documents, reports and publications.

### Fundraising Campaigns & Advocacy (20%)

- Provide communication support for fundraising campaigns and advocacy initiatives
- Coordinate the quarterly communications planning cycle to align content delivery with advocacy priorities and programme milestones
- Translate complex issues into accessible, impactful messaging for diverse audiences
- Work closely with programme teams to amplify project outcomes and impact
- Contribute to storytelling that centres survivor voices ethically and sensitively.

### Events & Engagement (15%)

- Coordinate with programme and admin teams to integrate event communications into the quarterly planning cycle and events calendar system
- Develop communications strategies and assets for key events (online and in-person), including toolkits, invitations, social media content
- Attend events and support delivery where required
- Capture and share event content to maximise reach and engagement
- Collect feedback and produce post-event evaluation reports.



## **Stakeholder & Supporters Engagement (15%)**

- Build and maintain relationships with partners, media and community stakeholders
- Support stewardship engagement to improve retention and supporter journeys
- Support collaborative communications with partners and networks
- Respond to enquiries and manage shared inboxes where required
- Represent FORWARD at external events, meetings, and networks when required.

## **Monitoring, Learning and Reporting (10%)**

- Track and analyse communications performance using analytics tools (Google Analytics, social media insights, email platforms)
- Use insights to improve engagement and reach
- Contribute to reporting on communications outcomes and impact for funders and stakeholders
- Ensure consistent use of FORWARD's brand across all materials.
- Maintain the organisation's photo, video, and content library.
- Support internal communications and contribute to organisational planning and reporting.

## **General Responsibilities (10%)**

- Ensure all communications are inclusive, culturally sensitive and trauma-informed
- Comply with FORWARD's Equal Opportunities and Health & Safety policies
- Abide by organisational policies, code of conduct and practices
- Participate in supervision sessions and annual appraisals
- Adhere to safeguarding, GDPR and ethical storytelling standards
- Attend relevant training to fulfil job requirements
- Participate in team meetings and operational meetings
- Attend internal and external meetings as requested
- Be proactive in professional development
- Willingness to support events outside standard working hours.
- Be self-servicing and work flexibly as a member of the team.
- Carry out any other duties appropriate for the role that are necessary for the effective functioning of the organisation.
- Uphold confidentiality in line with FORWARD's policies and Common Law obligations.

This job description is not exhaustive and is intended as a guide to the main responsibilities. The post holder may be required to undertake other duties, and the role may develop in line with the evolving needs of the organisation.



We are looking for someone who brings passion for communications, alongside the skills and experience listed below:

## **Knowledge & Experience - Essential**

You should be able to demonstrate an extensive track record and evidence of achievements in terms of:

- A degree or relevant qualification in communications, marketing, public relations or related field
- Experience in a communications role (preferably in the charity or social impact sector)
- Experience managing social media channels and growing engagement across platforms
- Experience supporting or coordinating events (online and in person), including logistics, promotion and post event reporting
- Experience translating complex or sensitive issues into accessible, culturally competent messaging
- Knowledge of ethical storytelling principles
- Understanding of intersectionality and the specific experiences of African women and girls affected by VAWG
- Knowledge of digital communications trends, audience engagement strategies and analytics
- Awareness of GDPR, data protection and confidentiality requirements.
- Excellent written communication skills
- Strong storytelling skills, with the ability to amplify survivor and community voices ethically
- Ability to manage multiple projects, prioritise effectively and meet deadlines in a fast-paced environment
- Proficiency with social media tools (Instagram, X/Twitter, LinkedIn, Facebook, TikTok).
- Ability to analyse data and use insights to improve communications performance
- Confident interpersonal skills

## **Personal Attributes - Essential**

- Commitment to FORWARD's mission and values
- Collaborative, inclusive working style with strong interpersonal skills
- Results-oriented, self-motivated, and proactive
- Flexibility to attend occasional evening/weekend events

## **Knowledge & Experience - Desirable**

It would be an advantage if you can also show evidence of:

- Training in ethical storytelling
- Professional certification in digital marketing, social media management, or events management.
- Experience working on issues relating to violence against women and girls (VAWG), gender justice, or African diaspora communities
- Experience supporting fundraising or advocacy campaigns
- Experience using content management systems (CMS), email marketing tools, and analytics platforms
- Experience working in a small, values-driven organisation.
- Knowledge of UK policy and public discourse relating to VAWG, migration, racial justice or women's rights
- Understanding of community engagement approaches within communities
- Basic design or multimedia skills (e.g., Canva, Adobe Creative Suite, video editing)
- Ability to represent the organisation externally with confidence and professionalism
- Facilitation or public speaking skills.

## **Personal Attributes - Desirable**

- Committed to high standards of work
- Creative and solutions-focused
- Comfortable working in a small team
- Willingness to learn and grow with the role



**Application deadline: 9<sup>th</sup> July 2026**

**Interviews: In the week of 27<sup>th</sup> July 2026**

Please email your CV and a separate short cover letter specific to this position to [recruitment@forwarduk.org.uk](mailto:recruitment@forwarduk.org.uk) by the application deadline.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for FORWARD?
- Why this particular role interests you?

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 8960 4000) and we can discuss how best to facilitate your request. CVs submitted on their own, without a supporting covering letter, will not be considered.

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

FORWARD is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

This post is restricted to women applicants only, as a genuine occupational requirement under Schedule 9, Part 1 of the Equality Act 2010.

If you would like to discuss any aspect of the role or the application process please email [recruitment@forwarduk.org.uk](mailto:recruitment@forwarduk.org.uk) and we would be delighted to answer any queries you may have.

