



Programme & Communications Officer

Location: Richmond, London (Hybrid: office and some home working)

Salary: £30,000 p.a. **Contract:** Full-time, Fixed Term 12 Months

About OneRichmond

OneRichmond is a place-based giving charity that brings together local people, organisations, and resources to make a real and lasting difference to our community. We support grassroots groups, build civic partnerships, and connect funders and causes to tackle inequality and improve life for everyone in Richmond.

The Role

We're looking for a motivated, organised, and thoughtful individual to join our small but dynamic team. In particular, you will have the experience to make an immediate impact. This role is ideal if you are passionate about being in the charity sector and want to help deliver real change locally. You'll work closely with the Director to deliver OneRichmond's strategic vision, providing vital support across events, communications, partnerships, and general administration. You will assist the Director to both create and deliver a variety of programmes in collaboration with other organisations.

Key Responsibilities

Events & Programme Delivery

- Help plan, coordinate, and deliver fundraising events, meetings, and networking opportunities
- Liaise with venues, suppliers, and stakeholders to ensure smooth logistics
- Support delivery of funding rounds, pitch events (e.g. Dragon's Den), and grant-making processes

Communications

- Capture feedback and help monitor the impact of our communications & engagement
- Draft engaging content for newsletters, social media, website, and reports
- Maintain and grow our online presence across platforms
- Create simple visuals, flyers, and presentations to support fundraising, awareness and engagement
- Assist with storytelling and case study development

Administrative & Strategic Support

- Provide day-to-day administrative support to the Director
- Arrange meetings, take minutes, and manage follow-ups
- Maintain accurate records, contact lists, and internal documents
- Use initiative to improve systems and processes as the charity grows
- Manage the customer relationship management database (CRM), ensuring records are accurate and up to date.
- Support on analysing data and spotting trends to support our fundraising efforts.

About You

You'll be a quick learner, a strong communicator, and someone who takes pride in your work. This is a fast-paced, hands-on role, and you'll need to be confident managing multiple tasks and working both independently and as part of a small team.

Essential

- Experience in a relevant role (admin, communications, events, or community support)
- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- A positive, flexible, and proactive attitude
- Confident using Microsoft Office and digital platforms (e.g. Canva, Mailchimp, Eventbrite, Form Assembly, etc.)
- Genuine interest in social impact and community-based work

Desirable

- Experience working in or with charities, community organisations or events
- Knowledge of Richmond or southwest London
- Basic design, photography or digital storytelling skills

What We Offer

- £30,000 salary
- Hybrid working (minimum 2–3 days a week in the Richmond office)
- 25 days annual leave plus public holidays
- A chance to contribute to a mission-driven organisation making a real difference locally
- Supportive environment for learning, growth, and making your mark

How to Apply

Please send your CV and a short covering letter explaining why you're right for this role to sue@onerichmond.org.uk

Deadline: 31st July 2025