



Communications Executive Job Description

Job Title	Communications Executive
Location	Based at the MyBnk offices, 3 Bath Place, London EC2A 3DR MyBnk operates a hybrid working model that allows for Working from Home.
Duration	Permanent
Reporting To	Communications Manager
Salary	£25,000 – £32,000 (depending on experience)
Closing Date	5pm, 4 th September

Background

MyBnk is a UK charity that delivers expert-led financial education programmes to 5-25-year olds in schools and youth organisations – directly, virtually and online. Our mission is to empower young people to take charge of their futures by bringing money to life.

Together with young people, we have created innovative, high impact and high energy workshops. Our experts help to build young people's money knowledge, skills, mindsets and habits at key transitional moments. By spend, we are the UK's largest specialist charity dedicated to this cause.

MyBnk cover topics such as saving, budgeting, debt, independent living and public and student finance. We also design projects and training programmes for others. Since 2007, we have helped over 275,000 young people learn how to manage their money.

Our programmes focus on helping:

- ⚡ Young adults in the greatest need – Who cannot afford mistakes.
- ⚡ The very young – When habits are set.
- ⚡ All young adults entering independence – Making choices now.
- ⚡ Aged 11-16 increasingly engaging with money – Preparing for the future.



The Role

You will be an enthusiastic, creative and proactive team player with a passion for communications and marketing. Supporting teams and projects across the organisation, you will ensure that MyBnk's internal and external messaging is impactful, inspiring, and innovative. You will enjoy collaboration, leading tasks and working to tight deadlines, whilst also being able to work independently and use initiative. You will play a critical role in both daily communication tasks and larger projects. You will be solutions-focused, passionate about our brand and committed to MyBnk's mission.

Duties include:

- ⚡ Leading on social media (national and regional).
- ⚡ Creating/supporting blogs and newsletters.
- ⚡ Interviewing young people at sessions and feeding into the youth engagement strategy.
- ⚡ Preparing briefs for projects and interviews for staff/content creation.
- ⚡ Researching appropriate avenues for promoting MyBnk and supporting campaigns.
- ⚡ Writing/editing content for promotional/educational material such as flyers, posters and reports, for both internal and external use.
- ⚡ Getting involved in our policy work and helping with events organisation.
- ⚡ Assisting the Communications Manager with key projects and tasks.
- ⚡ Working collaboratively with all departments, especially income (partnerships) and Education to support with content creation.
- ⚡ Building relationships with key external suppliers/providers.
- ⚡ Supporting Influencer relationships.
- ⚡ Internal communications.
- ⚡ Ad hoc duties & project work.

Person Specification:

You must:

- ⚡ Have excellent written and oral communication skills.
- ⚡ Have experience working in a Marketing/PR and/or a Communications role and an interest both internal and external communications.
- ⚡ Be comfortable and confident in your ability to forge working relationships quickly and effectively with a range of people.
- ⚡ Experience of using social media in a professional setting or building a personal brand on social media.
- ⚡ Have a passion for content creation and relationship management.
- ⚡ Be highly organised, detail-oriented and have the ability to work on your own initiative.
- ⚡ Be able to prioritise, multi-task and work to deadlines, both independently and as part of a team.
- ⚡ Have experience of proof reading and adhering to brand guidelines.



- ⚡ Experience of creating or supporting with campaigns and other content.
- ⚡ Be computer literate (experience of Microsoft Office and Excel is essential).
- ⚡ Be proactive, open to skill up and attend training in line with MyBnk's growth and mission
- ⚡ Be passionate about MyBnk's aims and objectives and committed to working within a small and growing team that goes the extra mile.

Inclusivity

MyBnk is dedicated to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

We know there is further to go and so we have established an Anti-Racism Committee, which works with the wider MyBnk team to ensure that we are listening, learning and constantly evolving to root out and tackle racism in all its forms.

MyBnk will not discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, neurodiversity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

Application process

Please submit a CV and Cover Letter by Sunday 28th August 5pm.

Selection process

First Round Interview: 7th/8th Sept (MyBnk, 3 Bath Place, London EC2A 3DR)

Second Round Interview: 9th Sept (Virtual)

Any questions?

If you have any questions regarding this role, please contact naomi.darling@mybnk.org.