



**ALTITUDE**  
FOUNDATION

## **Events and Communications Manager**

**A unique opportunity has arisen for a dynamic, innovative and committed Events and Communications Manager to develop the external profile of an ambitious, growing charity that seeks to become a beacon of excellence in tackling social mobility for young people aged 14-21 in the North East.**

*Salary:* £25,000 - £28,000p.a. (or *pro rata* as appropriate), negotiable depending on experience

*Contract:* we welcome applicants looking for a full- or part-time position

*Location:* Newcastle upon Tyne; some travel for event delivery within the region may be required

You will need to hold relevant UK visas/work permits and hold a full UK driving licence. Given the nature of the role and the potential for regular, unsupervised contact with young people, you will be subject to an Enhanced Check through the Disclosure and Barring Service (DBS).

### **About the Foundation**

Altitude Foundation is a developing, North East-based social mobility charity with big ambitions. We aim to create a world where all young people with a passion for technology are enabled to smash social barriers to achieve a successful career.

Working with young people across three intervention programmes- 14 to 16, 16 to 18, and 18 to 21- Altitude Foundation provides access to the finances, social capital, opportunities and the supportive relationships needed to succeed in tertiary education and beyond. The charity is particularly focused on supporting young people who may experience socio-economic and cultural barriers to progressing to a career in the technology sector.

The Foundation is looking for a dynamic, innovative and committed Events and Communications Manager to develop the charity's external profile, engage schools and potential beneficiaries, deliver high quality and impactful events, and support our fundraising ambitions.

Reporting to, and with the support of, the General Manager, and working alongside the Youth Development and Engagement Worker, you will be responsible for ensuring the Foundation's message is heard where it needs to be, and for delivering meaningful change for our beneficiaries. You will ensure the Foundation's communications channels are efficient, targeted and impactful. This will include building Altitude's social media presence and further developing the charity's communications and marketing plan (including non-digital channels), ensuring a high quality content stream, with a distinctive offering.

Given the dynamic nature of the charity as a small and developing venture, you will need to be flexible to respond to the needs of the organisation, commensurate with the level and responsibilities of the post.

**We are looking for exceptional candidates who can demonstrate:**

- A proven ability to manage a range of social media and communications channels
- Experience of developing and delivering activities and events in collaboration with external partners and volunteers
- Excellent organisational skills and the ability to multi-task
- Excellent verbal and written communication skills, with the ability to credibly engage with a range of audiences
- Empathy with young people from disadvantaged backgrounds and understanding of the socio-economic barriers that they face
- The ability to build strong, productive working relationships with a range of stakeholders, including schools, universities and business partners
- Experience of developing materials and resources aimed at engaging and supporting young people
- The ability to work independently, on own initiative, and also as part of a team, to deliver on successful outcomes

**It would be great if you have:**

- Experience of working with young people to achieve a defined social outcome
- A passion for technology and a commitment to the North East region
- Highly developed digital skills

The ideal candidate will be: passionate about the potential for education to affect social change; approachable and friendly; highly organised, motivated and great at getting things done; comfortable being creative and innovative in programme delivery; and incredibly supportive of diversity.

Commitment to diversity is one of Altitude Foundation's core values as we work to foster an inclusive work environment. We cannot do our work without collaboration between people with diverse skill sets and backgrounds. That's why we aim to recruit staff with varied backgrounds, cultures, histories and values to create the rich and vibrant team we need to tackle social mobility. We particularly welcome applicants from underrepresented groups.

For further information about the role, please contact Colin at [hello@altitudefoundation.org](mailto:hello@altitudefoundation.org).

To submit an application, please send a CV and covering letter to [applications@altitudefoundation.org](mailto:applications@altitudefoundation.org). Your covering letter should be no more than two pages of A4, and answer the following questions:

1. What experience do you have of managing a range of social media and communications channels?
2. What experience do you have of developing and delivering activities and events in collaboration with external partners and volunteers?
3. What is your understanding of the socioeconomic barriers that disadvantaged young people face in the North East?

**Applications close at 11:30pm on Sunday 24th January.**

First stage interviews will be held on Thursday 4th and Friday 5th February.

Candidates successful at first stage will be called to a final stage interview on Monday 15th or Tuesday 16th February.