



## Co-ordinator (2.5 days a week)

**Thank you for your interest in the position of Co-ordinator at the John Schofield Trust. Please find below details of the organisation as well as the role and other related information.**

### 1. About us

The John Schofield Trust was founded in 1996 by the family and friends of the journalist John Schofield who was killed the previous year, aged just 29, while reporting for the BBC on the civil war in Yugoslavia.

Today, the Trust is one of the most important media charities in the country, working to advance social mobility in journalism. It runs two acclaimed mentoring schemes for 16-18 year-old students and early career journalists. The schemes pair aspiring, early career and apprentice journalists with experienced figures working in the profession of journalism. As well as providing pathways into the profession, the Trust's mission is to make newsrooms as diverse as the audiences they serve.

More about the Trust, its history and mission can be found [here](#) and more on the impact the Trust has can be found [here](#).

### 2. Job description

The Co-ordinator will work as a member of the Trust's staff team alongside the Director. Over the course of the year the Trust manages recruitment and selection for our mentoring schemes, issues monthly newsletters, and organises monthly masterclasses. The board of trustees meet four times a year. The typical duties of the Co-ordinator are outlined below.

#### **Organisational administration, including**

- Updating the website [www.johnschofieldtrust.org.uk](http://www.johnschofieldtrust.org.uk) with news stories and other content
- Invoicing donors and processing expenses
- Managing the Mailchimp database and monthly newsletter programme
- Organising, editing and proofing communications
- Devising and scheduling social media content across our platforms including Twitter, LinkedIn, Facebook and Instagram.

#### **Event Planning including:**

- Co-ordinating and facilitating regular online and in-person masterclasses
- Preparing and leading on smooth-running of technology during events including on platforms such as Zoom
- Aligning event activity with social media output
- Sending out invitations and reminders
- Post-event admin – post-event email/update masterclass participants list/import participants to MailChimp/website item and YouTube recording

[www.johnschofieldtrust.org.uk](http://www.johnschofieldtrust.org.uk)  
[Info@johnschofieldtrust.org.uk](mailto:Info@johnschofieldtrust.org.uk)

## **Clerking Trustee Board**

- Collating and distributing papers
- Minuting meetings
- Liaising with members regarding their availability and requirements

## **3. Person specification**

### **Essential**

- Excellent organisational skills and a track record of completing multifaceted administrative tasks
- Experience of using social media platforms effectively, including LinkedIn, Twitter and Instagram
- Effective and clear communicator
- Experience of managing multiple events and projects simultaneously and working well under pressure
- Experience of customer relations
- Experience of managing and maintaining databases and websites, including familiarity in using MailChimp and WordPress
- Commitment to mentoring

### **Desirable**

- Knowledge of the journalism and news sector

## **4. Principal terms and conditions**

### **PLACE OF WORK**

The Co-ordinator will normally be required to work remotely from their home address, which must be within the UK. They will not be required to work outside the UK.

Unfortunately, the John Schofield Trust is unable to sponsor visas – candidates must already possess the right to work in the UK.

### **HOURS OF WORK**

The Co-ordinator's hours of work are 2.5 days a week of 8 hours a day with a 60-minute unpaid break each day. Annual leave allocation is 35 days pro rata, which we would calculate on you starting. The Trust will consider flexible working requests.

### **REMUNERATION**

Our daily rate is **£125**, payable monthly in arrears on the 15<sup>th</sup> of every month.

### **PENSION**

We have chosen NEST as our workplace pension scheme. NEST is a straightforward pension scheme. You will be entitled to join NEST to which you will contribute a minimum of 5% of your qualifying earnings and we will contribute 3%. You can, however, choose to opt-out.

### **COLLECTIVE AGREEMENTS**

[www.johnschofieldtrust.org.uk](http://www.johnschofieldtrust.org.uk)  
[Info@johnschofieldtrust.org.uk](mailto:Info@johnschofieldtrust.org.uk)

No collective agreements directly affect your terms and conditions of employment.

## **STAFF POLICIES AND PROCEDURES**

The Co-ordinator will be contractually obliged to comply with our staff policies and procedures, which may vary from time to time.

## **DBS AND SAFEGUARDING PROCEDURES**

The Trust has a safeguarding policy in place. The Co-ordinator may be required to pass an enhanced DBS check.

## **5. Application process**

Submit the following via email to [info@johnschofieldtrust.org.uk](mailto:info@johnschofieldtrust.org.uk) by the deadline below:

- An up-to-date CV of no more than two sides of A4
- A covering letter of no more than one side of A4 explaining why you are interested in the role and how your experience matches the criteria we've set out

Please outline any reasonable adjustments you may need in the application process in your email.

Please also fill out [our diversity monitoring form](#). The form is optional and will not be considered as part of your application.

Deadline for applications: 23:59 BST on 14<sup>th</sup> August

Interview dates: we expect to interview in the subsequent week after applications have closed

Start date: as soon as possible, ideally we're looking for people to start before September.

For any questions you have about the role you can contact [Howard@johnschofieldtrust.org.uk](mailto:Howard@johnschofieldtrust.org.uk)

## **6. Final notes**

As an organisation dedicated to social mobility and diversity, the John Schofield Trust aims to be an equal opportunities employer. The Trust does not tolerate direct or indirect discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Due to the high volume of applications that we expect, the Trust will not be able to pass on any feedback to candidates not invited to interview. We apologise for any disappointment this may cause.

If you require any of the application materials in a more accessible format, or if you have any queries prior to the deadline, please contact [info@johnschofieldtrust.org.uk](mailto:info@johnschofieldtrust.org.uk).