**D&I Campaigns Coordinator/Manager**

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| Job Title: | D&I Campaigns Coordinator/Manager | Job Category: | Executive Management Administration |
| Location: | Work from Home(No Office Location) | Travel Required: | For certain REB physical events (when permitted) |
| Level/Salary Range: | TBC [£40,000] | Position Type: | TBC (F-T Self-Employed/Employed) |
| HR Contact: | Sue Brown - MD | Date Posted: | 31 August 2021 |
| Will Train Applicant(s): | Yes | Posting Expires: | 1 October 2021 |
| Organisation: |

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|  | Real Estate Balance (REB) is a campaigning and membership organisation comprising many different types of businesses, both large and small, from across the real estate sector. We aim to improve diversity and inclusion (D&I) in real estate so that the industry better reflects the society it serves. We want to inspire better D&I and support companies in their efforts to change outdated cultural practices.Real Estate Balance facilitates and enables its members to make real progress in achieving a diverse and inclusive culture in their respective organisations, and so contribute to the enhanced performance of the sector as a whole. |
|  | REB was established five years ago, with now close to 100 corporate members and growing. It is a not-for-profit business. |
|  | The Executive Management Administration team of 4, headed by the MD, run the membership organisation on a day-today basis supported by the REB board and various committees together with 3rd party service companies for accounting, payroll, banking, media & public relations, website hosting and IT services. |
|  | For fuller details of REB organisation and activities visit <https://www.realestatebalance.org/about> |

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| Job Description |
| Role and Responsibilities**New Position:** Due to the increase in memberships and REB activities, a role has been identified to support the Policy and Campaigns strategic priorities of the organisation.**Key Tasks** – support the MD, manage Membership operational matters including membership drive and manage Finance matters1. Support the MD and Policy & Campaigns Committee in delivering its strategic priorities
2. Support the development of annual and long-term strategic plan, detailed campaigns plan, content generation, campaigns evaluation and reporting including working with external PR/Communications
3. Responsible for website Toolkit content maintenance, update, content generation and increased member usage
4. Responsible for REB Survey planning, design, launch, analysis (report & presentation) and follow-up actions
5. Attend P&CC meetings – schedule meetings, papers, minutes ad action points

**Detailed Responsibilities**1. Support MD/Policy & Campaigns Committee – to develop strategic plan for REB aims and three main strategic objectives (data, culture and supply chain) with measurable targets
2. Support MD/P&CC - plan campaigns with supporting comms, events, Toolkit resources etc.
3. Support PR Consultant - write campaign content for website and comms (OB, event invitations, news, etc.) eg CEO Commitments comms campaign, Black History Month, etc.
4. Document outcomes of campaigns, including writing up key takeaways from events, producing content for the Toolkit, initiating further actions, comms, etc.
5. Manage and update the content on the Toolkit
6. Oversee the content and delivery of the survey
7. Coordinate Leadership Breakfasts and other CEO initiatives
8. Report against plan targets
9. Support to PCC including coordinating meetings and papers & writing key action points from meetings and follow up
10. Provide other campaigns support to MD where required

Qualifications and Education RequirementsPreferred Skills1. Windows 10/Office 365
2. Confident to be trained on CRM (Membership Management System), Website Content Management System
3. Excel spreadsheet, Power point, other Office 365 capabilities, organised file structure
4. Minutes taking and follow-up actions
5. Small team working and collaborative nature
6. Work with board members/board special advisors and committee members on board reports, reviews and approvals and presentations

Additional NotesPreference is for applicant to have own laptop/desktop with printing/scanning facilities |

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