

REPORTS TO	Head of Programme
SALARY	£24,000 pa, pro rata 4 days/week
CONTRACT	One year, renewable up to permanent
START DATE	Immediate
LOCATION	70 Cowcross Street, London EC1M 6EJ

ABOUT FUTURE OF LONDON

At heart, Future of London is focused on building the next generation of city leaders. As a membership-led organisation, we share best practice and build skills, knowledge and connections amongst our cross-sector network of 3,000+ urban professionals, ~300 alumni and 75 active organisations. Our mission is to help London's current and future leaders navigate adversity and translate policy into the delivery of a more liveable world city: **viable, functional, equitable** and **sustainable**. For more information on our work, visit www.futureoflondon.org.uk

Future of London's small team works hard to deliver high-quality research, events and field trips, interwoven with our Leaders professional development programmes and Diversity network. We move fast, and offer a diverse, enjoyable and supportive workplace with opportunities for learning and personal development in lovely Farringdon offices. With its large and increasingly influential network, supportive team and the chance to learn or hone a variety of broadly relevant skills, FoL is the perfect place to hone your skills, contribute to the sector, and start to really build your career.

JOB SUMMARY

This is a perfect role for broadening your urban-sector understanding, getting comfortable in a fast-paced SME environment, and developing your project leadership and professional skills. In general, you will work with the team and/or independently to research, write and/or coordinate the delivery of Future of London mainstream events and reports, Diversity and Alumni networks.

KEY TASKS

- Participate in research (desk-based, interviews) and writing/execution of high-quality publications
- Support (and eventually lead) on developing and delivering workshops, seminars and conferences for FoL's network of cross-sector professionals, both senior and 'next wave'
- Become familiar with FoL network, and help maintain positive relations
- Coordinate (entirely or role-share TBC) FoL's [Diversity Network and Pledge campaign](#)

WHAT WE NEED FROM YOU

Required Attributes

- Excellent desk-based research; very strong writing, note-taking and interviewing skills
- Attention to detail and determination to meet deadlines
- Enthusiasm for delivering high-quality work in a variety of formats (e.g. print, online) aimed at a range of audiences
- Interest in/some understanding of key housing, regeneration, infrastructure, economic, and/or governance drivers and challenges in London, with a desire to learn more
- Ability to engage professionally and positively with stakeholders of all levels of seniority
- Ability to work constructively as part of a small and dynamic team; to support project leads as a competent 'second'; to work independently on projects - and an interest in starting to lead
- Capacity to think creatively when faced with problems, and flex with changing needs
- Ability to match writing tone to audience, channel or subject
- Recent experience leading or supporting relevant issue-based projects
- Qualified by education or demonstrable successful experience in a relevant discipline
- Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook) and able to post online content (via Wordpress and social media – other platforms useful)

Desirable Attributes

- Design experience, awareness of publication issues, basic image editing abilities
- Social media experience (e.g. managing a company Twitter feed)
- GIS mapping skills
- Basic knowledge of HTML

To apply, please send a current, job-related CV, cover letter and references to the contact below and request an application form - this form is also available on our website at:

<http://www.futureoflondon.org.uk/getinvolved/job-opportunities/>

Contact: Sabrina Belle: sabrina@futureoflondon.org.uk

Closing date: **Friday, August 25th 5:00PM**

Interviews: Starting w/c August 29th

Start date: ASAP