



Senior Communications Officer (short term)

Cherie Blair Foundation for Women

Job pack, July 2026

Job pack: Senior Communications Officer (short term)

Location: Flexible, with one day per week in the office in Central London

Duration: Start as soon as possible until the end of 2026.

Part time: 3 days per week

Reporting to: Head of Marketing and Communications

Rate: £33,395 p/a (pro rata)

Nature of employment: Fixed term contract.

Deadline: 11 August 2026, 23.56 (UK time).

1. Purpose of the role

To provide short term communications cover until the end of the year (2026), supporting the delivery of the Foundation's day-to-day communications activity. Working across content production, website, social media and cross-team support, the postholder will help maintain the quality and consistency of the Foundation's communications while contributing to our mission of supporting women entrepreneurs to thrive.

This is a hands-on, delivery-focused role suited to someone who can work independently, manage a broad remit, work well with people and produce high-quality content at pace.

2. Key responsibilities

The post holder will work closely with the Foundation's Head of Marketing and Communications and other teams and on the following tasks:

Content creation

- Plan and create content across digital channels, including for the website, video, social media and newsletter
- Maintain the communications calendar
- Work with consultants, partners and women entrepreneurs to develop video and written case studies.

Website and digital

- Produce web content, maintaining good SEO practice
- Update and maintain evergreen pages
- Draft, edit and publish blogs and news stories
- Produce and maintain the (roughly) monthly newsletter
- Produce social media content, including graphic and video content
- Monitor and manage our social media platforms, including community/comment management

Supporting other teams

- Support other teams with content production, funder relationships and reporting, including:
 - Events support – invitations, promotional materials and briefings
 - On-site event support – photography, video and branding
 - Design and branding support

Systems maintenance and monitoring

- Manage shared mailboxes (website enquiries)
- Maintain comms assets, including videos, photos, logos, email signatures and templates
- Maintain Dropbox, Canva and other tools
- Maintain consent records
- Maintain digital and media monitoring, analytics and reporting.
- Carry out other reasonable tasks as agreed with the Head of Marketing and Communications.

3. Person specification

Essential:

- Demonstrable communications experience across content, digital and social media, ideally in the charity, social impact or international development sector
- Excellent written English
- Ability to write for a range of audiences including donors and corporate partners
- Experience of producing beneficiary or case study content
- Experience of creating content for and strong working knowledge of social media platforms, including Youtube, LinkedIn, Instagram and Facebook
- Experience of website CMS (we work on WordPress, and experience updating website content
- Experience of video editing (ideally in Adobe Premiere Pro) and photo editing and design (ideally in Canva).
- Ability to work independently, manage competing priorities and meet deadlines without close supervision
- Ability to build constructive working relationships across teams
- Ability to work independently, manage competing priorities and support multiple teams
- Strong attention to detail, ability to proofread, and deliver brand consistency
- A commitment to gender equality

Desirable

- Experience producing content in support of fundraising and events
- Understanding of data consent and GDPR in a communications context
- Experience of working with external agencies and consultants in content production

5. How to apply

Candidates who wish to apply should submit the following:

- Covering letter addressing their relevant experience for the role against the criteria above (one A4 page in Arial font 11 maximum)
- Current CV (two A4 pages maximum)
- An example of a written piece of content they have created, such as a blog post, case study or article (web link or file attachment)
- An example of a video content they have produced and published.
- We want to check how your writing style fits ours. As part of the application, please draft a copy for a LinkedIn post promoting last year's Impact report (you can access it [here](#)), focusing on business benefits for women entrepreneurs, with potential corporate funders in mind. 200 words absolute maximum.

Please send your application to recruitment@cherieblairfoundation.org with the subject line 'Communications Officer – short term'.

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

Timings:

- The deadline for applications will be 23.59 (BST) on **11 August 2026**.
- The interviews will take place w/c 17 August, with a view to start in the first week of September if possible.

Please note that this role is not eligible for Skilled Worker visa sponsorship. Applicants must have the legal right to work in the UK for the duration of their employment.

5. About us

What we do

The Cherie Blair Foundation for Women exists to create a future where women everywhere can enjoy equal economic opportunities so they can thrive.

We support women entrepreneurs in low- and middle-income countries to build resilient businesses, increase their incomes, and create lasting impact in their communities. Through a holistic suite of programmes and partnerships spanning the private sector, philanthropy, government and local partners, we work with women to access the skills, technology, networks, and confidence they need to succeed. This includes:

- **The 'Road to' training programmes** – equipping women with the tools to grow their businesses.
- **The Mentoring Women in Business Programme** – providing one-to-one online mentoring for women across the globe.

- **The HerVenture mobile app** – offering accessible business training that can be used offline for women facing low connectivity.
- **Research and influencing:** annual global survey of women business owners researching barriers they face and offering solutions.