

We're a
neighbourhood
like no other.
Be part of it.



Welcome to Coin Street.



So what exactly is Coin Street?

We're a community-led social enterprise, meaning we use activism, connection and expertise to protect and nurture our local area.

Since we began our mission back in the 1980's, when our area of London's South Bank was largely unloved and derelict, we've worked tirelessly to create 13 acres of dynamic, welcoming and creative urban landscape. Here we provide homes, public spaces, and opportunities for independent businesses to flourish.



But it's not just about spaces...

As well as maintaining buildings and businesses, we offer sports, health and wellbeing initiatives to the community, along with support and education for people of all ages.

We're here every day, for everyone.



Job pack

Coin Street 

Who you are.

You're driven, innovative and ready to make a difference to people from ALL walks of life, in a neighbourhood with an incredible history and an even more exciting future.

If you're passionate about what people can achieve together, and the positivity forged from community, join us in our mission to foster inclusivity, growth, and well-being for all in this very special place.



Why join us?

- Make a unique difference in a unique place.
- Thrive in a dynamic community, with a passionate team
- Grow your skills and career while helping to change lives for the better.

Ready to take action?

The role.

Job title:	COMMUNICATIONS & FUNDRAISING CO-ORDINATOR
Reports to:	Deputy Communications Manager
Contract:	Fixed term (6 months), Full Time (35 hours per week)
Salary:	£30,000 per annum

About the role

The Communications & Fundraising Co-ordinator will provide support to the communications team by creating engaging content for a range of audiences and channels both internally and externally as well as support fundraising projects, campaigns, and events.

Who you will work with

Our Communications team of three members is part of the Communications and Engagement Team at Coin Street, made up of a further four team members.

The Communications team promotes our vibrant neighbourhood and the impact of our work across South Bank, while supporting fundraising through storytelling, engagement, and campaigns that inspire support.

Your day-to-day

1. Contribute to communications, marketing, and fundraising plans to increase awareness of and engagement in Coin Street's activities, as well projects and campaigns on behalf of Coin Street.

2. Develop positive communications with stakeholders (e.g., colleagues, residents including Coin Street co-op residents, community members, partners and politicians), and the wider public to raise the profile of Coin Street's brand and activities, and the neighbourhood by content creation and promotion e.g., researching, writing and distributing regular newsletters, social media and web content (digital and print).
3. Support colleagues with design requests and the production of creative assets (posters, flyers, booklets).
4. Support fundraising and partnership activities by researching funding opportunities, helping to prepare applications and reports, maintaining accurate records, and providing administrative support to the Fundraising Lead.
5. Contribute to the planning, promotion and evaluation of fundraising and volunteering initiatives, creating engaging content and helping to strengthen relationships.
6. Undertake any other reasonable duties determined by your line manager.

General requirements

To comply with Coin Street's Diversity, Equality, and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's Values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things.*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together.*
- *Committed: I do what I say I am going to do and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community and society.*
- *Inclusive: I embrace difference and encourage authenticity.*

Who we're looking for.

Knowledge and experience

ESSENTIAL

1. Experience in marketing, communications, public relations, fundraising, or bid-writing.
2. Skilled in copywriting, social media, and content creation.

DESIRABLE

1. Knowledge of social media platforms e.g. Facebook, Instagram, Twitter, LinkedIn and what makes a good post.
2. Experienced in fundraising or charity income generation.
3. Skilled in creating posters, flyers, and other content on platforms such as Canva or InDesign.
4. Skilled in video production and editing.

Skills and abilities

1. A personal commitment to and enthusiasm for Coin Street's, purpose, values, ethos, and mission.
2. Excellent written and oral communication skills, with the ability to write for a range of audiences.
3. Organised approach, able to manage own time effectively and work under own initiative.
4. Excellent attention to detail.
5. Excellent ICT skills and familiarity with MS Word, Excel, Outlook, and PowerPoint.
6. Excellent Interpersonal and relationship building skills.
7. Enthusiastic, flexible, and friendly approach.
8. A willingness to learn new skills and adapt to challenges as they arise.

What's in it for you.

Holiday

Take a break with 35 days of leave per year (inc Bank Holidays), increasing with your length of service.

Pension

Save for your future with our 5% pension contribution, when you contribute at least 3%.

Protection

We're here for you, with Income Protection, Death In Service benefit (3 x salary), and Critical Illness cover.

Investment in you

Feel part of our community with information and team building days, plus plenty of socialising.

Wellbeing

We prioritise your wellbeing with webinars, courses, meditations, and therapy session, plus free gym membership at Colombo Centre.



Sick pay

We offer 8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years.

Flexible working

We trust you to do your job, so where possible, we offer flexible working and hybrid working.

Community

Feel part of our community with information and team building days, plus plenty of socialising.

Staff discounts

Enjoy a wide range of discounts from retailers and service providers for shopping, dining, experiences, car maintenance, study, and more.

Nursery discounts

Enroll your kids in our nursery, and receive 20% discount on nursery fees.



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