



COMMUNICATIONS AND FUNDRAISING ASSISTANT

Job description

September 2026

Communications and Fundraising Assistant

Job Title:	Communications and Fundraising Assistant
Salary / Grade:	Assistant level – £25,507 pa (for four-days per week). Appointments are normally at the bottom of the band. Salary progression is in line with ORG's Salaries and Pay Bands policy.
Location:	Remote. Within 2 hours commute of London or Manchester.
Working Hours:	4 days a week (30 hours), with flexible working arrangements.
Line Manager:	Acting Brand and Creative Manager
Benefits:	29.5 days paid annual leave including bank holidays One week Christmas closure Day off for your birthday 9% pension contribution Generous training and development budget

The Communications and Fundraising Assistant will provide practical communications, digital-content and fundraising support to help advance Open Rights Group's campaigns, public engagement and income-generation work. The postholder

will support delivery across social media, email, supporter and donor communications, media administration and campaign materials. They will work to agreed work plans, approved messages, brand and accessibility guidance, templates and clear processes. Their work will be regularly reviewed, and they will seek guidance and refer new or unfamiliar tasks, changes in scope, and sensitive or reputationally significant matters to their manager.

Social media and digital communications

- Draft, edit and schedule posts across the organisation's social media platforms, which include Mastodon, Reddit, Bluesky, Facebook, LinkedIn, Instagram.
- Create simple graphics and visual content using appropriate design tools and templates.
- Monitor social media channels and work with colleagues to develop and publish responses to enquiries, comments and requests.
- Ensure social media content is accurate, accessible, engaging and consistent with organisational tone and branding.
- Monitor basic engagement and performance metrics and contribute to reporting on social media activity.

Content and editing

- Draft, edit and design newsletters, petitions and email actions, in conjunction with colleagues, using approved content and templates; submitting new material for review before use.
- Draft and collate content for the annual report, bringing together input from the wider team
- Support fundraising by drafting donor reports and compiling stats from social media on engagement, reach and impact; flag gaps, questions or inconsistencies to the manager.

Press and media support

- Monitor the organisation's press/media inbox and identify enquiries that require a response or further action.
- Forward press enquiries and opportunities promptly to the appropriate colleagues.

- Maintain an organised record of media enquiries and actions where required.
- Support colleagues with preparation of press and media materials.

Team and organisational support

- Work collaboratively with colleagues across the organisation to identify communications needs and provide practical support.
- Demonstrate self-reflection and openness, team ambition and personal skills in their work.
- Manage multiple requests and deadlines, prioritising work according to organisational needs.
- Support with the management of, and communications with, our corporate supporters.
- Contribute ideas for improving the organisation's communications and digital presence.
- Support wider communications campaigns, events and projects as required.

Person specification

Essential

Experience

- Experience creating and publishing content for social media.
- Experience drafting clear and engaging written communications.
- Experience working with colleagues or stakeholders to develop and approve content.
- Experience using basic design or content-editing tools.

Skills and knowledge

- Excellent written and verbal communication skills.
- Strong proofreading and attention to detail.
- Good understanding of social media platforms and how to adapt content for different audiences.
- Basic graphic design and visual content skills.

- Ability to turn information into concise, accessible and engaging communications.
- Good organisational skills, with the ability to manage competing priorities and deadlines.
- Good judgement about communications.
- Commitment to Open Rights Group's values and to advancing digital rights, equality, inclusion and social justice.
- Demonstrable interest in technology and society.

Desirable

- Experience working in a communications, marketing, digital or related role.
- Experience of drafting newsletters, petitions, email actions, annual-report content, donor communications or campaign materials.
- Knowledge or experience of video editing.
- Experience using email-marketing, social-media scheduling, contact-management or collaboration systems to maintain accurate records and coordinate activity.
- Experience of supporting fundraising, donor reporting, corporate-supporter communications or supporter engagement.
- Awareness of digital accessibility requirements and inclusive communication practice.
- Awareness and interest in digital rights issues, such as privacy, censorship, and the power of Big Tech in society.
- Experience of working with, or a demonstrated commitment to, communities disproportionately affected by surveillance, discrimination, digital exclusion or other technology-related harms.