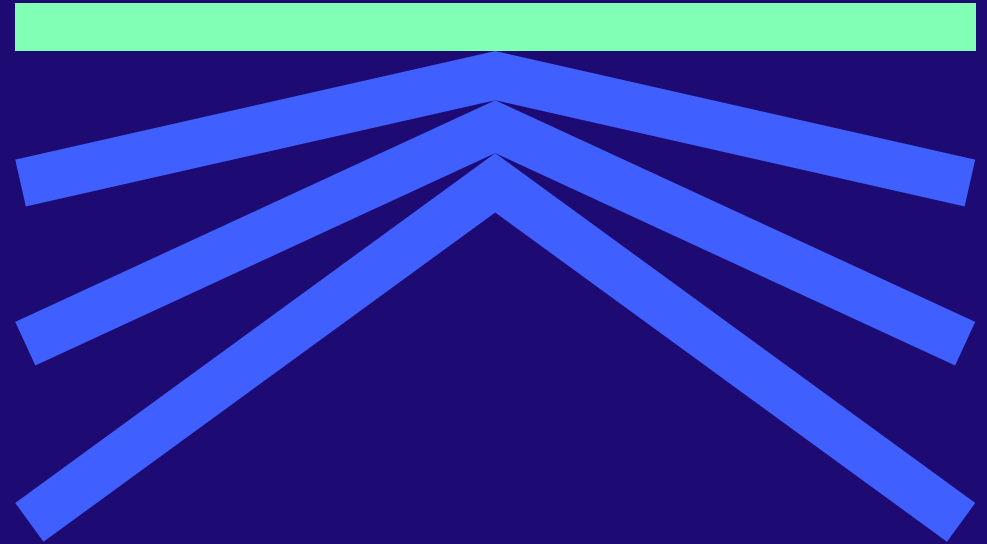

Communications Manager

Maternity cover

July 2026

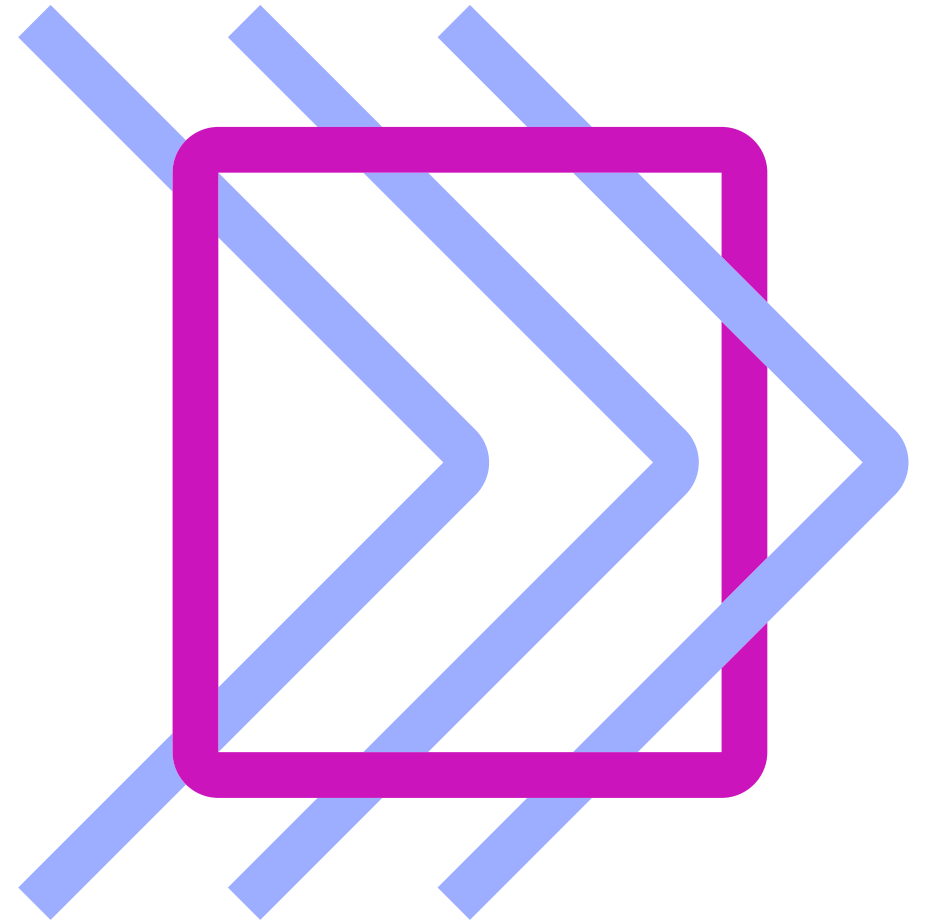


Accessibility

If you have any access requirements or would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact Belinda Berry, Operations Manager at belinda.berry@lef.org.uk

LEF is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions.

We guarantee any applicant who declares they have a disability will be offered an interview if they meet the essential requirements of the job specification.



About LEF

We are a social justice foundation. Our mission is to strengthen the power of communities to use and shape the law for social justice.

To us, being a social justice funder means working towards a fair and equitable society - one where everyone has access to resources, rights are protected and expanded, and people can meaningfully influence the systems that shape their lives. We focus on supporting communities across the UK to address the root causes of injustice, seeing a role for the law that is deeply integrated with social movements and grassroots activism.

Our strategy

Our current strategy, launched in summer 2025, has three objectives:

- Support a generation of creative, collaborative social justice leaders who integrate the law into broader movements.
- Support organisations to use and shape the law to build solidarity and strengthen wider movements for justice.
- Use our power and influence as a funder and investor to protect and advance rights and social justice.

Our people

Our work is supported by our Board of Trustees, with sub-committees (for example the Grants and Learning sub-committee). Our staff team includes colleagues across grants, operations, learning, influencing and more.

Power, Culture and Inclusion

We acknowledge the power and privilege we hold as a grant making organisation that is funding, but not working on, the frontline of social justice.

We also recognise that the law and legal systems can be used to oppress rather than liberate, especially those from racialised, migrant, disabled, LGBTQ+ and other minoritised communities.

Being a social justice funder means focusing on change that addresses the root causes of these injustices and ensuring that the impacted communities lead this work. We call our response to this Power, Culture, and Inclusion (PCI).

Key principles guiding our PCI approach:

- Power signals our commitment to using our own power to confront injustice and the power imbalance in the grant making system. It puts voices of those with lived experience of injustice front and centre.

- Culture reflects the transformation we are going through in our learning, behaviour and attitudes, and that we want to build the best grant making environment.
- Inclusion, alongside diversity and equity, is also central to this work and speaks to our responsibility to being representative of and accountable to the communities we work with.

PCI is integral to how we define responsibility and impact across our grant making, operations, and investment decisions. This includes asking more searching questions about how to align our investment practice with our vision, mission, values and strategy.

The Communications Manager (maternity cover) role

The Communications Manager (CM) is the sole communications role at LEF and holds a central position within the organisation and for engagement with our partners.

In 2025, with the launch of our new strategy, LEF also refreshed our brand and tone of voice. The CM oversees the implementation of these elements across our work. The CM also oversees and leads the production of website content, our social media and media engagement as well as internal and external newsletters.

Collaboration with our Grants and Learning team is particularly important to ensure relevant and effective communication with our grant partners, potential applicants and the wider sector. We host the pooled fund Justice Together and the CM supports their team on some core communications elements.

As LEF provides wraparound support to our grant partners on communications, the CM engages with sector networks and relevant stakeholders to identify opportunities for collaboration.

The Communications Manager reports to the Head of Influencing in the Strategy team and works closely with colleagues across LEF.

The Communications Manager (maternity cover) role

Title: Communications Manager

Salary: £46,350 FTE

Hours: 0.8 FT 28 hours per week (we would consider flexible working)

Contract: This is a fixed-term maternity cover position for up to 12 months, ending upon the return of the substantive postholder from maternity leave.

Holiday: pro rata of 30 days full time equivalent per year plus bank holidays

Location: Central London and remote. Some UK travel may be required as part of the role.

Start date: From 12 October 2026

The post-holder would need to be based in our London office for two days per week but could choose to work from home for part of the week.

Reports to: Head of Influencing

People with lived experience of social welfare legal issues are underrepresented in our organisation, so we are actively recruiting and prioritising candidates who bring this understanding alongside other skills and expertise. (We do not expect people to describe their personal experience at any stage during this recruitment process or during their work at the foundation.)

We value, welcome and respect all the differences that make us who we are, including age, cultural background, disability and neurodiversity and mental health, ethnicity and race, gender identity and expression, sexual orientation, education and socioeconomic background.

LEF is a Disability Confident employer.

Main responsibilities

Communications strategy and branding

- Lead on external communications and branding across all LEF's work and programmes.
- Lead on brand implementation, ensuring LEF's brand is consistently embedded across all the organisation's work and outputs.
- Support SMT to implement, review and strengthen LEF's crisis communications to support the foundation and its grant partners.
- Support the HI and Power Culture and Inclusion (PCI) lead to ensure that LEF's communications are in line with our values and work on PCI.
- Support the Learning team with sharing learning with external audiences.

Content creation and design

- Lead on planning, developing and delivering a broad range of communications content, working with colleagues across the organisation.
- Support the production of engaging materials for both on and offline use, including reports, slides, infographics and videos.
- Manage LEF's website, including planning, updating and producing content.
- Manage LEF's LinkedIn account.

Main responsibilities (contd.)

Editorial and copywriting

- Lead on core communications outputs, including blog posts, quarterly newsletter for grant partners and internal newsletter for LEF staff and board.
- Oversee editing and publication process of outputs produced by teams across LEF.
- Draft, review or contribute to LEF publications e.g. briefings.

Dissemination and outreach

- Lead on dissemination planning for all communications content to reach our key audiences.
- Support with outreach for external-facing events.

Support for grant partners

- Work with Grants and Operations teams to ensure grant application guidelines and processes are clear and accessible to applicants.
- Work with Grants and Learning team to explore scope to develop communications support as part of LEF's wraparound support for grant partners.

Justice Together Initiative

- Manage content on the Justice Together website and LinkedIn account.
- Support the Justice Together team with written content, such as blog posts and newsletters.

About you

Essential skills and experience

- Experience of communicating about social justice issues
- Experience of working in a communications role in the charity sector
- Working with external and internal stakeholders
- Project management in a matrix management structure
- Delivering regular communication outputs to deadline (e.g. newsletters)
- Overseeing production of external communications materials, including publications, website content, social media content
- Implementing brand guidelines
- Managing website content via CMS

Essential behaviours and ways of working

- Commitment to LEF's values and mission (you can find more information on our website)
- Able to work collaboratively while also managing your own workload
- Organised, proactive and able to manage multiple priorities

Desirable experience

- Wider sector engagement and understanding of communications trends in current context, including crisis communications

How to apply

To apply for this post, please email your CV along with your application to vacancies@lef.org.uk by EOD on Monday 31 August. Please also let us know your availability including earliest possible start date.

Your application should cover the following:

- 1. What draws you to this role?**
- 2. Tell us about your relevant skills and experience.**
- 3. Choose two examples of previous work relevant to this role and briefly describe the task, your role and outcomes. Please include links or attachments to your previous work if possible (these files are not included in the page limit).**

Please limit your CV and application to no more than 2 sides of A4 each.

If you need any support or reasonable adjustments to assist you with your application, please contact Belinda Berry, Operations Manager at belinda.berry@lef.org.uk

Recruitment timetable

- **Monday 31 August EOD** - Deadline for applications
- **Friday 4 September** - Shortlisted candidates will be informed
- **w/c 7 September** - First round online interviews and in-person second stage meeting at LEF of office
- **w/c 14 September** - Offer to successful candidate

Feedback

We are unable to offer feedback on applications if you are not shortlisted, due to limited capacity. Feedback will be offered to those who are invited to interview.



LEF

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Charity number: 271297