

HEY Confident Futures Communication and Events Coordinator

General information:

Job title: HEY Confident Futures Communication and Events Coordinator

Reports to: HEYCF Programme Manager

Type of role: Fixed term contract, 30 months with possibility of extension

Hours: 15 hours per week

Salary: £28,500 pro rata

Location: home-working with ability to travel throughout North and East Yorkshire, including regular travel to Hull, the East Yorkshire and York.

About HEY Confident Futures

HEY Confident Futures is all about celebrating and nurturing connected, collaborative and generous leaders.

Born from the HEY100 Clore leadership programme in Hull in 2018, HEY Confident Futures is a place-based network and leadership development programme for staff, volunteers and trustees from voluntary, social and cultural organisations in Hull and East Yorkshire. Run by a team from Two Ridings Community Foundation and funded by the National Lottery Community Fund, each year HEY Confident Futures offers a vibrant programme of workshops, training, events, one-on-one support and networking opportunities. [Read more here.](#)

There are two core elements to HEY Confident Futures:

A Leadership Network - To grow and nurture a network of people working in the social and cultural sector in Hull and East Yorkshire

Leadership Development - A series of leadership development opportunities to suit all individuals at every stage of their leadership journey

Our shared values transcend our geography or sector and as a network we commit to being:

Celebratory

- We are remarkable and celebrate our individual and collective achievements.
- We are a diverse collective and celebrate difference.

Nurturing

- We inspire those new to leadership, building confidence and supporting development
- We are kind and welcoming to all, creating a safe space for us to learn and share with peer-support at the heart of the network
- Support is free to all and tailored including 1:2:1 and small groups

Connected

- We are stronger together, and work to create the conditions for relationships of trust and confidence in each other
- All members are equal and empowered to have a voice

Generous

- We are resourceful, available and open to others with our members at the heart of everything we do
- You get back what you put in and are encouraged to share your learning, expertise and experience with others

Collaborative

- We are ambitious; we have big social and cultural issues to tackle together
- The network is co-designed and iterative, led by HEYCF Collective, to be responsive to changing needs

Job Purpose

The **HEY Confident Futures Communication and Events Coordinator** is responsible for delivering engaging content, using a range of digital platforms to enable HEY Confident Futures members to access all the leadership development network offers. You will ensure we have effective and regular engagement with HEYCF members, partners/supporters and the organisations we work alongside. You will support the HEYCF Programme Manager to deliver a programme of networking and development activities, liaising with programme consultants, delivery partners and participants to ensure the smooth delivery of activities and maintaining accurate records for evaluation and monitoring purposes. You will ensure members get the most from the network and membership records are accurate and comply with all regulations.

Job Description

Specific responsibilities:

Working under the guidance of the HEYCF Programme Manager, and in line with HEY Confident Future's strategy, the postholder will:

1. Develop and maintain communications tools

- Develop and maintain the website, both on a general level – updating events and news, but also in an inventive way – writing compelling case studies, sharing videos, thinking of the user journey on the site, and finding interesting angles for a blog.
- Prepare regular newsletters and mailings that are upbeat, friendly and informative.
- Create a wide range of well designed, engaging and purposeful content for social media including Facebook, Instagram, LinkedIn and Youtube.
- Maintain a high standard of writing, consistent with Two Ridings' tone of voice and values and the HEYCF values.
- Collate monthly stats on performance of social media, newsletter and website and prepare quarterly impact and statistics.
- Support the HEYCF Programme Manager in maintaining a schedule of regular touchpoints for members and supporters.
- Support the HEYCF Programme Manager as needed in responding to press, marketing and promotional related queries.
- Communicate the impact of programme to HEYCF network and other stakeholders

2. **Delivery of events**

- Work as part of the HEYCF team to deliver the 'Leading Confidently' programme, including networking events, lunchtime learning sessions and face-to-face leadership development activities that engage current and future members, ensuring the programme is inclusive and accessible.
- Ensure all practicalities relating to events are managed effectively, including communicating with facilitators, maintaining attendee lists appropriately and arranging venues, equipment and catering on time and within budget.
- Promote activities to potential participants using a range of digital platforms.
- Evaluate each activity, securing feedback to assess impact and ensure ongoing learning.
- Host and facilitate online Drop-Ins for members and support facilitators in online activities.

3. **Membership liaison, engagement and support**

- Provide friendly and proactive information, advice and support to organisations and individuals on the work of HEYCF and the wider work of the Foundation.
- Ensure new members are onboarded effectively.
- Provide a supportive signposting service in response to member queries.
- Where appropriate offer 1-2-1 support to HEYCF members and co-facilitate networking and development activities.
- Communicate effectively with members to identify their needs, promote participation and gather feedback
- Maintain accurate and compliant membership records and analyse membership to increase member engagement and reduce churn.

4. **Other**

- Represent HEYCF at events to promote the network.
- Take time to learn about the leaders in our area of (East Yorkshire and Hull) with genuine interest and enthusiasm so you can effectively champion their needs, issues, successes and ambitions.
- Keep abreast of developments and policy changes across the charity sector, especially in the leadership world.
- Adhere to the Foundation's core principles and values and be a responsive and friendly face of the Foundation for our members and partners.
- Work as part of a team ensuring that all team functions are covered.
- Undertake ongoing learning and development regarding our commitment to improving equity, diversity and inclusion, and work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.
- Carry out the duties in accordance with the Foundation's Health and Safety, GDPR and other relevant policies and procedures.
- Undertake other duties related to the work of the Foundation. This is not meant to be an exhaustive list of duties. The need for flexibility is required. We are a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Person specification

The tables below list the essential and desirable skills, knowledge and experience we think are necessary for the role. We are also open to applications from individuals who would bring some, but not all, of the points on the list, but who can demonstrate eagerness and potential to learn and develop in the role. If you are in doubt, please contact us to discuss your suitability.

Essential skills, knowledge and experience	How evidenced
Demonstrable commitment to the vision, mission, values and objectives of the Foundation and the HEYCF network.	Application & interview
A good understanding of VCSE sector in Hull & East Yorkshire	Application & interview
Excellent and confident communicator – especially able to write clearly and succinctly for a wide audience, but also to interact effectively by phone, online and in person.	Application & Interview
Experience across web platforms, Google analytics and content management systems	Application
Good understanding and practical experience of working across digital communication channels including Microsoft Office tools, Mailchimp, survey monkey, LinkedIn, Instagram, Facebook and Canva	Application & Interview
Creative with the ability to listen to and see the story in our work and interactions with people and bring fresh perspectives	Application & Interview
Highly organised, able to work under pressure, capable of juggling projects and activities, delivering a plan and responding swiftly to circumstances when required.	Application & Interview
Highly motivated with enthusiasm and determination	Application & Interview
Ability to work autonomously and be self-motivated but also work collaboratively within the wider team	Application & Interview
Experience in creating, implementing, managing and monitoring campaigns and events to a high standard that deliver results	Application & Interview
Ability to develop relationships with people at all levels, and from diverse backgrounds and cultures	Application & Interview
An understanding and commitment to removing barriers and creating environments that support Diversity, Equity and Inclusion.	Application & Interview
Ability to travel across Hull and East Yorkshire, including by car when needed	Application & Interview
Knowledge of the legal environment, including GDPR and professional codes and standards	Application & Interview

Desirable skills, knowledge and experience	How evidenced
Flexible with working hours and happy to work occasionally outside of office hours, including weekends if required	Application
A good understanding of HEY Confident Futures leadership network	Application
Able to build trusting & open relationships and create connections	Interview
Curious & open approach to challenge and complexity	Interview
Appreciative of different perspectives & sees and values people as being resourceful and bringing strengths, not problems	Interview
Interest in identifying how technological developments, such as AI, can strengthen our activities	Application and interview

For more information on HEY Confident Futures: <https://www.tworidingscf.org.uk/hey-confident-futures-leadership/>

For an informal chat contact Paula Bielby pbielby@tworidingscf.org.uk

Please send your application to recruitment@tworidingscf.org.uk

Closing date: 12th June 2026

Interviews: w/c 22nd June 2026