

Vacancy: Interim Communications Lead (Endowment)

11 months FTC

About us

At Guy's & St Thomas' Foundation, our mission is clear - to build the foundations of a healthier society.

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

Job description

The opportunity	
Job title:	Interim Communications Lead - Endowment (11 Month FTC)
Salary:	£55,000 - £60,000
Contract type:	11 Month FTC
Closing date:	15 th April 2026

Interview dates:	TBC
Reporting to:	Head of Corporate Communications
Summary	<p>This role covers communications responsibilities across the endowment, including providing specialist communications advice and consultancy for project areas including the property portfolio, investment allocations and impact investing, and corporate reputational risk.</p> <p>Guy's & St Thomas' Charity, Guy's Cancer Charity and Evelina London Children's Charity are part of Guy's & St Thomas' Foundation. Our collective mission is to build the foundations of a healthier society.</p> <p>As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.</p> <p>There is more information about working with us on our website, where you can read about:</p> <ul style="list-style-type: none"> • how we approach recruitment • our team, culture and values • the benefits of working with us • and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development
Key Responsibilities:	<ul style="list-style-type: none"> • Deliver our corporate communications strategy- spanning our work as funder, investor, corporate citizen and employer. • Advise on property element of corporate communications strategy and tactical delivery • Develop, deliver and evaluate annual plans for corporate communications. • Own and update our tone of voice and narratives about the key areas of our work- how we act as a funder, investor, corporate citizen and employer. • Draft and/or edit news stories, opinion, statements, quotes and other, liaising with key colleagues, using our tone of voice and adjusting to the different channels as required. • Build and nurture relationships with key stakeholders and contacts in the sector, including relevant platforms, networks and trade press. • Support communications around projects in our large property portfolio: leading specialist communications activity for planning process for large developments and reputational risk communications associated with this.

	<ul style="list-style-type: none"> • Supporting communications activity across the endowment, including multi-million-pound commercial arrangements (for example property partnerships in Central London). • Relationship management and acting as a strategic advisor to senior stakeholders including development partners, KCL and the Trust. Collaborating and working as a strategic advisor to members of the Executive Team, including CIO and the People & Culture team to support efforts to attract best talent by building our reputation as an employer of choice. • Sharing our progress and learnings on Diversity, Equity and Inclusion work with relevant external audiences • Collaborative working with the Corporate Communications Team and internal communications as required. • Manage the external communications events calendar-identifying opportunities for cross-pollination of messages across our family of organisations. • Proactively identify and manage reputational risks linked with key activities in our multiple roles including as an investor, funder, owner of property, employer and custodian of arts. This includes acting as a strategic advisor and managing internal and external escalation processes. • Be the first point of contact for our approach to crisis and reputational management, iterating as needed. This includes an awareness of cross-cutting reputational risks, managing media with proactive and reactive approaches, and complex stakeholder management. • Deliver significant support to endowment team across reputational, senior stakeholder and media management (inc. conversations with investors, collation groups and other senior stakeholders). • Act as first port of call for media queries, liaising with the relevant colleagues to respond appropriately. • Management of relevant agencies and other resources, including communications agency advisors. <p>Work environment</p> <p>The post holder should expect to:</p> <ul style="list-style-type: none"> • Work in a hybrid hot desk environment, generally working 2 days a week in the London office and three from home. • Be responsible for the input and maintenance of databases and files relevant to the post requirements. • Will occasionally be required to attend events in the evening and at weekends. Role responsibilities are not exhaustive, and you would be reasonably expected to take on wider tasks that are commensurate with the level of your role.
<p>Person Specification</p>	<ul style="list-style-type: none"> • Excellent written communications, with an eye for detail and ability to craft nuanced yet accessible messaging

- Strong ability to understand complex topics and information (e.g. financial performance)
 - Strong project management skills
 - Build strong relationships with colleagues across the organisation to ensure the success of our strategy
 - Confident in building successful relationships with very senior colleagues and stakeholders
 - Ability to flex tone and style for different audiences
 - Calm and sensitive attitude in handling difficult communications
 - Proactive and solutions focused
 - Comfortable with emerging ways of working and committed to improvements
 - Committed to embedding diversity, equity and inclusion in everything we do
 - Support efforts to drive the success of the team, processes, and ways of working
- **Knowledge, experience, and qualifications:**
 - Understanding of investment and use of assets for social good (desirable)
 - Experience of managing corporate communications, ideally in the non-profit sector
 - Experience of developing comms strategies and plans for B2B audiences.
 - Experience of property or property development communications and reputational risk associated with high value commercial activity
 - Experience of successfully managing relationships with key internal and external stakeholders to deliver comms.
 - Experience of acting as a confident and trusted advisor on corporate communications with colleagues and external partners, including very senior stakeholders internally and externally (Endowment CIO, property partners, and others)
 - Experience of producing annual reports
 - Experience of commissioning and/or producing content across a range of formats
 - Trade press experience, ideally in a press office environment.
 - Reputational and crisis management experience
 - Investor communications experience (desirable)

How to apply

Thanks for your interest in working with us.

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process. To support this, our system anonymises applicants and we use a combination of your CV and role specific application questions to assess your suitability for the role.

To find out more about the role, please contact jobs@gsttcharity.org.uk