

Job title: Manager, Communications & Partnerships, UK

Reports to: Director, Tent UK

Based in: London metropolitan area

Work setting: Hybrid (3/2)

To apply, please send your CV and cover letter to careers@tent.org. If your background aligns with our needs, a member of our team will be in touch.

The potential compensation range for this role is between **£75,820–£78,496 GBP**. This range is inclusive of the opportunity for a performance-based bonus of up to 20%, which is based on both team and individual performance, and is paid out annually. Our salary ranges are determined by location, work experience, and the role.

About Tent Partnership for Refugees and Tent UK:

With more and more refugees displaced around the world for longer periods of time, businesses play a critical role in helping refugees integrate economically in their new communities. The Tent Partnership for Refugees was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilise leading businesses to help connect refugees to work. Today, Tent is a global network of over 500 major companies committed to hiring, training, and mentoring refugees. In 2024, Tent was selected for the [TIME100 Most Influential Companies](#) list.

Tent UK, the national coalition of the Tent Partnership for Refugees, is a network of over 80 major companies that are committed to hiring refugees across the country and helping them become job-ready. Find out more at www.tent.org/uk.

About the role:

Tent is looking for a highly motivated, operational, and analytical professional with outstanding written and spoken communication, relationship building and organisational skills to join our team in the United Kingdom. The Communications & Partnerships Manager will be responsible for organising and executing a range of in-person and virtual Tent UK events, researching and pitching speaking opportunities in the country, and supporting all communication activities, including media engagement, producing traditional and social media content, and writing talking points. This role will also gain a deep understanding of the diverse refugee employment needs of existing member companies (e.g. hiring, mentoring), and actively drive the hands-on execution of refugee mentorship programmes. They will also play an important role in recruiting new companies to join Tent UK.

Key responsibilities:

Communications, Marketing & Events

- Collaborate closely with the UK Director and Director of Communications, Europe to shape and execute Tent's communications plan in the UK
- Position Tent UK as the leading business network mobilising employers to connect refugees with meaningful employment opportunities

- Organise and facilitate a range of in-person and virtual Tent events, including coalition calls and in person gatherings, multi-company job fairs, C-Suite engagements e.g. Roundtable discussions etc.
- Research, vet, pitch, and tee-up external speaking opportunities for the UK Director (and, when relevant, Tent's executive leadership), providing them with end-to-end support including liaising with event organisers, drafting speaking points and all other lead-up prep, promoting them externally, etc.
- Develop compelling storytelling that showcases the impact of refugee employment, highlighting the experiences of refugees and employers to inspire more businesses to take action
- Copy-edit, localise, and proofread written content such as reports, press releases, social media copy, and marketing materials in the UK
- Encourage and work with companies in the UK to communicate their Tent-related refugee efforts in traditional media, on social media, and across events
- Proactively identify press opportunities for press engagement in the country to raise awareness of Tent UK, as well as manage any in-bound media inquiries
- Support execution of all communications activities tied to larger campaigns and launches, including media materials, press relations, social media, and all necessary coordination
- Help develop pitch decks, two-pagers, and other materials helpful to advance Tent's work required by the UK Director
- Develop social content related to the UK for Tent's brand and leadership channels
- Serve as the primary local liaison to global communications and marketing colleagues across ongoing storytelling, campaigns, and workstreams
- Monitor news relevant for Tent's mission and keep track of important political developments related to the refugee situation in the UK

Partnerships & Relationship Management

- Take on relationship management of select existing Tent UK member companies to steward their refugee mentoring efforts and deepen their engagement with Tent
- Maintain strong relationships and collaboration with refugee-facing organisations to enable the delivery of mentoring and hiring projects with Tent member companies
- Provide operational support to the Mentorship Programmes Team, helping address queries from programme participants and participating partners
- Track progress of mentorship programmes, oversee and manage collection of key information and data from coalition members, and ensure Tent internal database is up-to-date
- Assist with expanding Tent's NGO and other partners' network in the UK, including government agencies/ departments and municipalities
- Create materials for coalition calls, coordinate follow-up and related communications
- Help develop and conduct trainings for companies on a range of topics related to refugee hiring, mentoring and inclusion
- Support in adapting Tent resources and materials for the British landscape that provide guidance to companies on refugee hiring
- Conduct research on companies targeted for Tent membership or initiatives
- Manage Hubspot data and other information trackers

What we are looking for:

Tent Culture:

*At Tent, every team member is guided by five core principles — **DOERS** — that define not just what we do, but how we do it. These principles are the behavioural foundation of our team, and we look for them in everyone who joins us.*

- **Dedicated to Our Mission** — You are genuinely invested in refugee economic integration. You take ownership of your work and go beyond your role when the mission requires it.
- **Obsessed with Impact** — You act with urgency and tenacity, and take personal accountability for results. You don't stop at effort — you care about what actually gets done.
- **Excellent in Execution** — You operate at the highest standards in everything you do. You bring precision and follow-through to your work and hold yourself to a bar that goes beyond what is required.
- **Relentless at Improving** — You proactively identify better ways of working and don't wait to be told to iterate. You are open to feedback and actively seek it.
- **Stronger through Collaboration** — You thrive in team environments, communicate openly, and build trust with colleagues and external partners alike.

Essential Skills / Experience:

- Bachelor's degree
- 6-8 years of experience working with multinational companies (ideally in communications, corporate social responsibility, EDI, and/or partnerships), marketing/communication agencies, and/or international organisations
- Complete fluency in English
- Excellent written communication skills, producing clear and professional content for diverse audiences
- Confident public speaking and presentation skills to build relationships with a variety of stakeholders, and translating complex ideas into clear messages
- Knowledge of policy issues affecting migrants and refugees in the United Kingdom
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- Incredible planning, prioritisation and organisational skills
- Ability to keep track of and juggle multiple priorities and to meet deadlines with accuracy and attention to detail
- Willingness and ability to travel within and outside the UK occasionally

Preferred Skills / Experience:

- Experience in the private sector to understand the demands and considerations facing private sector HR, CSR, and EDI teams is helpful
 - Proficiency with MS Word, MS Excel, Google Workspace, Sharepoint, and/or Zoom is a plus
 - Familiarity with customer relationship management tools (e.g., HubSpot) is a plus
 - Experience with government relations or public affairs is desirable, but not essential
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Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.