

SUMMARY:

Job Title:	Design and Communications Manager
Contract Type:	Full time
Reports to:	COO and Deputy CEO
Location:	London
Salary:	£32,000 – £35,000, depending on experience

THE ORGANISATION:

Canning House (CH) is the United Kingdom's leading forum on Latin America. For over 80 years, its mission has been to build understanding and relationships between the UK, Latin America & Iberia. The organisation convenes high-level conferences, seminars and roundtables; publishes insightful reports, white papers and blogs; and maintains an extensive senior network among businesses, experts and influencers, all across the broadest range of subjects, sectors and specialisms.

THE ROLE:

The role of the **Design and Communications Manager** is to lead on the development and deployment of CH's communications, marketing, branding and press relations output; to support the delivery of CH's varied programme of events and publications, including design, editorial, copywriting, research and technical support as necessary; and to oversee the maintenance of CH's database of contacts, including its Individual Members and mailing list. This role reports directly to the COO and Deputy CEO.

Your specific duties will include:

Design and communications

The Design and Communications Manager is responsible for sustaining and growing CH's positive and professional brand image in the organisation's external communications, and ensuring that the systems underpinning those communications are well maintained. To this end, the Design and Communications Manager will:

- Lead on the development and deployment of:
 - content for CH website, social media, email newsletters and other platforms, including written, image and video content;
 - graphic design for CH events, publications and other activities;

- publication design for CH reports, event materials, mailings and other publications, including digital and print publications;
- other marketing and advertorial materials;
- other CH brand materials, including physical and digital media, stationery, etc.;
- and other content and design work, as necessary.
- Lead on the administration and maintenance of:
 - the CH website's Content Management System (CMS), including publishing content, search engine optimisation (SEO) and other work to ensure the website is kept accurate and up-to-date;
 - the CH Customer Relationship Management (CRM) system, including contact management, data management, automations and workflows and other work to ensure the CRM is kept up-to-date, functional and organised;
 - CH's mass mailing/bulk email systems;
 - in conjunction with CH's Finance team, CH's online payment systems;
 - and other CH communications systems, as necessary.
- Lead on liaison with, and expansion of CH network with:
 - press and media representatives, including handling all press enquiries and proactively reaching out with press releases, pitches or invitations, as necessary;
 - suppliers/developers of CH website, CRM and other communications systems;
 - other communications-relevant suppliers such as photographers or videographers;
 - and other CH communications stakeholders, as necessary.

Events and publications

CH's activities include a varied programme of Latin America and Iberia-focused events and publications. In support of the success of this programme, the Design and Communications Manager will:

- Contribute to the delivery of:
 - CH conferences, roundtables, seminars, webinars and other events, including:
 - research on possible topics and/or participants;
 - event marketing, branding, copywriting and publication design;
 - liaison with external stakeholders, such as inviting potential speakers;
 - and other work as necessary;
 - CH in-house and commissioned reports, white papers and blogs, including:
 - research on possible topics, authors and/or suppliers;
 - writing, editorial, proofreading;

- publication marketing, branding, copywriting and publication design;
- liaison with external stakeholders, such as report authors;
- and other work as necessary;
- invitations to attend CH events;
- and as necessary, assist wider CH team with:
 - set-up and running of audio-visual (AV)/communications systems, including liaison with external AV/communications suppliers;
 - registration and administration of attendees at CH events;
 - and other events and publications work, as necessary.

Database and contacts

CH maintains an extensive senior network among businesses, experts and influencers; a community of Corporate and Individual Members; and a mailing list of members of the public from around the globe. In maintenance of this valuable network, the Design and Communications Manager will:

- Oversee the administration of:
 - cleaning, processing and categorisation of CH contact database;
 - updates to contact information within CH database;
 - the GDPR and data protection compliance of CH's database;
 - CH Individual Membership subscriptions, including responding to enquiries regarding subscriptions, payments and/or benefits, as necessary;
 - and other database and contact management work, as necessary.

REQUIREMENTS:

- Fluent communication and presentation skills in English, both written and oral.
- Experience in:
 - marketing and communications, e.g. social media, newsletters etc.;
 - CMS, CRM, mass mailings/bulk email;
 - graphic and publication design;
 - copywriting, editing, proofing;
 - stakeholder engagement.
- Working knowledge of Microsoft Office, as well as other programs and systems as required for design and communications work.
- Interest in and knowledge of Latin America and/or Iberia is highly desirable.
- Experience of Zoho CRM and associated products is desirable, but not essential.
- Knowledge of Spanish and/or Portuguese desirable, but not essential

PERSONAL QUALITIES:

You are:

- a fast worker with excellent attention to detail;
- a problem solver, able to learn quickly, adopting and adapting to new tools;
- enthusiastic, hard-working and willing to shoulder responsibilities;
- a good listener and communicator;
- smart and confident enough to participate at CH events and meetings attended by external stakeholders of all levels of seniority – from students to presidents;
- a team player flexible enough to pitch in and support the team in all its activities when called upon to do so.

Hours

Normal working hours are 09:30-17:30, but staff members will occasionally be required to participate in events that take place outside of regular working hours in the morning or evening.

Staff are required to work in the office three days per week - Monday, Tuesday and Thursday – and two days from home, at the discretion of the CEO.

Benefits

25 days annual leave (excluding public holidays).

Location

Canning House, 50 Broadway, London SW1H 0BL.

How to apply:

Please send a tailored CV and covering letter to Ian Perrin (communications@canninghouse.org).

Submission deadline:

By end of Wednesday 8th July

Interviews to be held in-person (London SW1H 0BL) on:

Monday 13 July / Tuesday 14 July

Employment start date:

Late September 2026

DOWNLOADS:

[Design and communications examples](#)

[Canning House organogram](#)