



ROLE	Media Manager
HOURS	2-4 hours per week.
RESPONSIBLE TO:	TRUSTEES
TYPE:	Part-time, Volunteer

THE ROLE

Al Ummah Foundation requires an experienced and knowledgeable media coordinator to deliver the charity's print, online and media output to join our team of Volunteers. The officer will essentially lead the AUF's reputation as a serious, committed and credible charity organisation. The candidate will be a first point of contact for donors, media and staff seeking to disseminate information.

MAIN DUTIES

- Manage a voluntary graphics designer, video editor and social media officer to make captivating content for AUF's social, web and print media.
- Manage and coordinate the day-to-day running of the charity's social media, including Twitter, Facebook, Instagram and YouTube accounts, as well as any other deemed appropriate.
- Plan, write and edit copy for the charity's publications, including the yearly annual report, leaflets and reports.
- Prepare and send email and text campaigns to donor lists.
- Liaise with regional fundraisers in providing and facilitating marketing material for events and campaigns.
- Prepare scripts and record voiceovers for relief and appeal videos.
- Work with the projects team in managing and optimising the charity's feedback to the public and other stakeholders.
- Keep abreast of the media agenda and look for opportunities to promote campaigns and advertising opportunities.
- Undertake ad-hoc duties, including answering phone calls and leafleting.

ABOUT YOU



- Experience of working in a media and/or marketing role.
- Have a proven ability in writing copy for public consumption.
- Able to write compelling and well-researched content for web and social media platforms.
- A great relationship builder with strong charity, humanitarian and political awareness.
- Demonstrable skills of increasing social media engagement and managing social media campaigns.
- Have sound Islamic knowledge, ethics and understanding.
- Able to work well in a team and show attention to detail.
- Work under time pressure particularly during busy periods such as Ramadhan.
- Knowledge of Adobe design software is desirable.
- Working knowledge of HTML/CSS is desirable.

How To Apply

To apply for this role, email your CV and Covering Letter to **volunteer@al-ummahfoundation.org**

About the opportunity

Volunteering with AUF is an easy and a rewarding way to make a difference to the lives of many around the world. By volunteering, you will be able to directly support the charity and help develop your skills in the process. All of our staff and Trustees work on a voluntary basis. You will receive on-going training and supervision and, depending on the role, are checked with the Disclosure and Barring service (DBS).

Benefits

Through working with us our volunteers are able to develop a wealth of transferable skills that employers love (interpersonal, organisational, communication) and whilst making a significant difference.