



ROLE	Social media and communication administrator
HOURS	2-4 hours per week.
RESPONSIBLE TO:	Media Manager
TYPE:	Part-time, Volunteer

THE ROLE

Al Ummah Foundation requires an experienced and knowledgeable social media and communication coordinator to deliver the charity's online and media output to join our team of Volunteers. The officer will essentially be in charge of responding to email, social media queries. The candidate will be a first point of contact for donors via social media and online platforms. The candidate will work alongside the media manager to respond to queries and updates via its social media platform.

MAIN DUTIES

- Manage and monitor the day-to-day running of the charity's email and social media accounts, including Twitter, Facebook, Instagram and YouTube accounts, as well as any other deemed appropriate.
- Monitoring and responding to queries made via Twitter, Facebook or Email.
- Prepare and respond to donor queries.
- Prepare and send email and text campaigns to donors.
- Prepare and send emails to donors on project updates, working closing with the media manager.
- 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.
- 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.
- Proven high level skills in the MS Office package, particularly Excel.
- Knowledge of email clients such as outlook, hotmail or google.
- Working knowledge operating social media platforms.

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.