

COMMUNICATIONS MANAGER/FUNDRAISING ASSISTANT

JOB DESCRIPTION

*Do you have a passion for the Middle East? Are you an experienced written communicator? Do you have good administrative and organisational skills? If so, maybe you would like to apply for this post with MEM, a charity that has been working in the Middle East since 1975?*

Charity Overview

We are a Christian charity using creative media by and for the people of the Middle East. Our media productions and training display the justice, compassion and hope of the Gospel in culturally relevant ways. We use creative media to reach into people's homes, hearts and lives, to challenge misconceptions about Christianity and plant seeds of biblical truth across the Arabic-speaking world. In everything we do, we want to affirm the equality, value and purpose of every person in the Middle East.

Role Overview

Working alongside the UK and field teams, the Communications Manager is responsible for the organisation’s communications, including keeping our supporters in the loop about our projects in the field and raising the profile of Middle East Media in the UK and Europe.

Accountability: To the European Director

Overall Objectives

1. To increase the profile of the work of Middle East Media (MEM) in the UK and Europe.
2. To manage communication for the organisation and to assist the team in achieving MEM’s aims.
3. To provide supporters with up-to-date information about the work of MEM in the Middle East and North Africa, in a culturally accessible way.
4. To attend and assist with UK based festivals, events and international meetings.
5. To contribute to MEM’s fundraising strategy through assisting with the writing and editing of grant applications and reports as required.

Responsibilities

* Producing our quarterly Prayer & Praise (P&P) magazine, including liaising with designers as necessary
* Writing and sending out the fortnightly Call2Prayer intercessor email on MailChimp
* Maintaining and updating the MEM website (Squarespace)
* Managing our Facebook page and creating engaging content to reach new audiences
* Producing project Promo Sheets, from information provided from the field, as and when required (usually about 10 projects a year)
* Updating the Project Priority list as and when required (2-3 times a year)
* Writing or proof reading grant applications and reports
* Updating or producing promotional leaflets as and when required
* Producing an annual Ramadan Prayer Guide
* Jointly running an annual fundraising campaign with Development Co-ordinator
* Producing promotional material for events and festivals
* Liaising with printers and designers for all publicity material
* Liaising with the field teams and making occasional trips abroad to obtain updates

Qualifications and Experience

|  |  |
| --- | --- |
| Essential | Desirable |
| * Degree-level education * Excellent command of written and spoken English * Copy writing, editing and IT skills * Self-starter, good at working independently as well as in a virtual team * Strong organisational skills * Attention to detail * Flexibility * Proven ability to think analytically, overcome obstacles and work to tight deadlines * A good understanding of the Middle East and North Africa | * 2+ years experience in a related role * Experience in writing fundraising applications * Experience using Adobe InDesign, Squarespace and MailChimp * Some graphic design experience/a good eye for design * Aptitude for social media |

Spirituality

* There is a genuine occupational requirement that applicants are mature Christians, and have a sense of call to this work
* Wholly sympathetic with the vision and strategies of MEM, with a passion for the peoples of the Middle East.

Other Qualities

* Discretion and discernment when handling confidential information is essential

Location: This is a home-based role. Ideally suited to someone living within easy reach of London for regular team meetings.

Salary: £22,000 - £24,000 depending on experience. In addition to the salary there is a £50 working from home office allowance per month, use of an MEM laptop and printer and broadband and work phone bills will be paid by MEM.

Hours & Holiday

* 3-5 days a week, paid pro rata. Flexible hours may be worked.
* 20 days paid holiday pro rata + Bank Holidays and the days between Christmas and New Year when our offices close.

To Apply: Please send a letter stating your reason for applying and what you feel you can contribute to the job along with a current CV to: [eudirector@mem.org](mailto:eudirector@mem.org) marked for the attention of Caroline Frohwein. Closing Date for Applications is 31st October (interviews 29th November, job starting 2nd January 2018)