

## COMMUNICATIONS ASSISTANT JOB DESCRIPTION

### Charity Overview

We are a Christian charity using creative media by and for the people of the Middle East and North Africa (MENA). Our purpose is to make a strategic contribution to moving people of the Middle East towards life-transforming faith in Jesus Christ through the creative and culturally relevant use of media. 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. The goal of our MEM office in the UK (that also covers Europe) is to provide support to the field teams by increasing the profile of our work and raising much-needed funds for the projects in MENA.

### Role Overview

Working directly with our Senior Communications Manager and alongside the UK and field teams, the Communications Assistant will be primarily responsible for increasing the productivity and effectiveness of our communications in the UK and Europe. Contribution towards communications outside Europe will be required as agreed with the Senior Communications Manager who will be your Line Manager too.

**Accountability:** To the Senior Communications Manager

### Overall Objectives

1. To increase the profile of the work of MEM in the UK and Europe.
2. To assist in communications for the UK based charity.
3. To help create and maintain an integrated communications schedule.
4. To attend and assist with UK based festivals and events as required.

### Responsibilities

- Assisting in producing our quarterly MEMO newsletter and digital MEMO newsletter.
- Assisting in creating digital content for distribution, including written, designed graphics and video content.
- Maintaining and updating the MEM website (currently Squarespace CMS).
- Managing the day-to-day work of our social media accounts and creating engaging content to reach new and established audiences.
- Proof-reading or editing articles and documents as required.
- Updating or producing promotional materials as and when required.
- Supporting the Communications Manager in creating fundraising campaigns.
- Assisting in producing promotional material for events and festivals.



- Occasionally representing MEM at major local and national meetings and conferences.
- Encouraging research and development of appropriate stories from the field, for the purpose of highlighting the importance of MEM's ministry projects.
- In all areas will be responsible to follow MEM International branding, security and communication guidelines.
- Ensure that your message is consistent with MEM's purpose and values. It is therefore important to attend training meetings and use up-to-date resources, as and when required.

## Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Degree-level education</li> <li>• Excellent command of written and spoken English</li> <li>• Copy writing, editing and computer savvy</li> <li>• Self-starter, good at working independently as part of a team, and remotely</li> <li>• A creative thinker and storyteller</li> <li>• Strong organisational skills</li> <li>• Attention to detail</li> <li>• Flexibility</li> <li>• Proven ability to think analytically, overcome obstacles and work to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• 2+ years experience in a related role</li> <li>• Experience using Adobe Photoshop, InDesign, Squarespace and MailChimp</li> <li>• Some graphic design experience/a good eye for design</li> <li>• Some basic knowledge and experience of video editing and creation</li> <li>• Aptitude for social media</li> <li>• Full valid UK driver's licence</li> </ul>

## Fundamental Requirements

1. There is a genuine occupational requirement that applicants are mature Christians, and have a sense of call to this work. An understanding of the MENA (Middle East and North Africa) and Christian Mission is desirable.
2. Wholly sympathetic with the vision and strategies of MEM.
3. Discretion and discernment when handling confidential information *is a must*.

**Location:** This a home-based role suitable for someone living in the UK, preferably around the West Midlands.

**Salary:** £19,000 - £20,500 pro rata depending on experience. In addition to the salary there is a £70 working from home office allowance per month pro rata, use of a laptop, printer as well as broadband and work phone bills (within reason) paid by MEM. You will be added to our pension scheme after three months.

## Hours & Holiday

- 3 days a week, paid pro rata. Flexible hours may be worked.
- This role is for an initial 12-month contract, which will be reviewed and could potentially become permanent.
- There is a 3-month probationary period.
- 20 days paid holiday pro rata + Bank Holidays and the days between Christmas and New Year are paid but not counted as working days (pro rata).



For more information on the charity,  
please visit our website: <https://www.mem.org/memuk>

If you wish to discuss the role in more detail,  
please contact our Senior Communications Manager James Baldock, at [james@mem.org](mailto:james@mem.org).

If you wish to apply,  
we would love to hear from you by **midnight Sunday 19<sup>th</sup> July**.

Please send us the following to James Baldock, at [comms@mem.org](mailto:comms@mem.org):

- A completed Communications Assistant Application Form
- Your CV

Online interviews will take place **the week beginning 27<sup>th</sup> July 2020** with the expected start date in August.

