

CREATIVE ASSISTANT JOB DESCRIPTION

Charity Overview

We are an international 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, the Creative Assistant will be primarily responsible for bringing creative solutions in our communication to supporters.

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.

Responsibilities

- Helping to create an integrated communications schedule
- Producing bi-weekly project updates and prayer needs in a short video.
- Assisting in creating digital content for fundraising campaigns and MEMO newsletter.
- Assist with other communications projects on an ad hoc basis.
- 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"> • Degree-level education • Excellent command of written and spoken English 	<ul style="list-style-type: none"> • 2+ years experience in a related role • Experience using Adobe Photoshop, InDesign, Squarespace and MailChimp



<ul style="list-style-type: none"> • Copy writing, editing and computer savvy • Self-starter, good at working independently as part of a team, and remotely • A creative thinker and storyteller • Knowledge and experience of video editing and creation • Strong organisational skills • Attention to detail • Flexibility • Proven ability to think analytically, overcome obstacles and work to tight deadlines 	<ul style="list-style-type: none"> • Some graphic design experience/a good eye for design
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Fundamental Requirements

1. There is a genuine occupational requirement that applicants are mature Christians, and have a sense of call to this work (the person will be required to attend and participate in weekly prayer meetings).
2. An understanding of the MENA (Middle East and North Africa) and Christian Mission is desirable.
3. Wholly sympathetic with the vision and strategies of MEM.
4. 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. Some occasional travelling will be required once we are allowed to do so.

Salary: £19,500 pro rata. In addition to the salary there is a £30 working from home office allowance per month covering heating, water, electricity, also internet and phone bills.

Hours & Holiday

- 15hrs a week, paid pro rata. Spread over two days.
- 12 month contract with 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).

