

**Job Title:** Communications Officer

**Reports to:** Office Manager - Administrative responsibilities | Communications Director (Al-Ayn International) – Technical responsibilities

**Hours:** Full Time (40 hours per week) or Part Time (24 hours per week)

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society's at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Organisational Structure of the Communications Department:**

The communications department is split into 4 categories:

- Marketing
- Public Relations (internal and external)
- Campaigns
- Coordinators and volunteers

If the above categories do not have assigned employees, then it is within the role of the communications/fundraising officer to manage and oversee activities with the support Al-Ayn International.

**Key Responsibilities:**

- Implementing media and marketing strategies - this includes adjusting the media/marketing materials with the approval of the communications manager.
- Managing campaigns and initiatives such as Ramadan and Muharram - following up on their progress and ability to adapt to modifications.
- Dealing with last-minute changes requested by Al-Ayn International.
- Implementing the key supporter programme set by Al-Ayn International.
- Implementing the volunteer programme set by Al-Ayn International.
- Managing coordinators and following up on their achievements.
- Organising events that have been approved by Al-Ayn International.

- Responsible for finding a professional translator to translate marketing materials and other work.
- Other communications-related admin tasks.

**Education/Experience:**

- Experience in marketing/ sales
- Fluent in the spoken and written language of the country, as well as English or Arabic
- Computer and basic software literate
- Experience in design software is desirable
- Good interpersonal and project management skills
- Familiar with various social media platforms. Experience in e-marketing is desirable

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Strategy creation and execution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Digital skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data literacy and reporting skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written, verbal, and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intercultural sensitivity and inclusive language skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong working knowledge of Microsoft Office Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good oral and written communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fast data entry ability/keyboard skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good presentation skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Project management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excel and modelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisation and effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership and coaching skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong attention to detail and organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
the ability to manage pressure and conflicting demands, and prioritise tasks and workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to delegate and manage the work of others	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Additional Requirements:**

## Flexibility of working outside working hours

**Note:**

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in the light of experience and in consultation with the postholder. The postholder may be required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.