

Job Title: Communications Manager

Reports to: Chief Operating Officer - Administrative responsibilities | Communications Director (Al-Ayn International) - Technical responsibilities

Hours: Full Time (40 hours per week)

Location: London

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, it is within the role of the Communications Manager 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 Director
- 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
- Organising events that have been approved by Al-Ayn International
- Managing coordinators and following up on their achievements
- 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

Skills:	Essential	Desirable
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"/>
Strong technical accounting knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excel and modelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Competencies:	Essential	Desirable
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