



JOB DESCRIPTION

Role: Marketing and Admin Support (Permanent)
Hours: 15 hours per week (flexible timings)
Reports to: Project Manager
Hourly rate: £10 plus standard holiday entitlement
Location: UK Based - Working remotely

Organisation

Seeking Reward Foundation (SRF) is looking for a part time Project Support Assistant to aid on a variety of projects. SRF, founded in 2013, is a charity with an Islamic ethos and focuses on procuring and executing Sadaqah Jariyah (a type of charity which is ongoing) charitable opportunities for its donors. By the permission of Allah, SRF has been involved in Sadaqah Jariyah projects on a wide spectrum in over 40 countries and benefitting online audiences around the world.

The Role

- Creating basic media content (graphics, videos, banners etc) using simple online tools and mobile apps to regularly share across multiple social media platforms
- Updating SRF's project database throughout the lifecycle of projects
- Timely and positive engagement with donors and other external stakeholders through WhatsApp, social media and emails
- Support the implementation of a marketing strategy to raise awareness of SRF online
- Producing creatively written e-newsletters for donors
- Review and arrange dispatch of literature requests
- General administrative duties.

Skills and Experience – Essential (E), Desirable (D)

- At least 2 years' experience within a professional office environment (E)
- Ability to use online tools to produce basic media content and use social media accounts (E)
- Ability to work on own initiative, manage time and complete tasks to a high standard (E)
- Proficient IT skills, particularly MS Excel, PowerPoint and Outlook (E)
- Have an English Language qualification with excellent written skills (E)
- Ability to produce creative and engaging content (E)
- Demonstrate excellent Islamic etiquette and manners (E)
- Experience within the not-for-profit sector (D)
- Experience in social media marketing (D)
- Professional graphic design and/or video editing skills (D)

To apply please visit www.seekingreward.org/apply

* Any information contained submitted within the application and supporting documents may be accessed, stored and used by the organisation in accordance with the Data Protection Act 1998. (None of the information provided will be used for marketing purposes and will be strictly confidential)

* The role is formally defined by the Trustees of SRF and is not necessarily restricted by the above description. This job description is designed to give an over-view of the job.

