

Job title: Communications Assistant

Reports to: Communications Director

Rota: Full-time, based in our London Office.

Requirements:

* Fluency in English (Arabic desirable)

Responsibilities:

- Cultivating successful relationships with donors, fundraisers and supporters.
- Supporting outreach operations and community engagements.
- Maintaining engagement with donors and supporters, both in person, virtually (emails and phone calls), and on social media.
- Delivering insights to the team through producing performance reports and ensuring appropriate and timely measurement of team KPIs.
- Engaging with volunteers and arranging for their onboarding.
- Other administrative processes and tasks as needed.

Pay: £23,644 per annum, with annual increment.

Other benefits: Pension scheme enrolment and regular visits to Iraq.