

MARKETING & COMMUNICATIONS EXECUTIVE

SALARY
£10 per hour

DIRECTORATE
Marketing

HOURS
Flexible (*dependent on need*)

CONTRACT TYPE
Permanent

DEADLINE
We reserve right to close recruitment asap

LOCATION
Wakefield, West Yorkshire
with flexible working policy in place

ABOUT US

Penny Appeal was set up in 2009 to provide poverty relief across Asia, the Middle East and Africa by offering water solutions, organising mass feedings, supporting orphan care, and providing emergency aid. We've come a long way since then and have grown tremendously in the past 11 years!

We've transformed lives and empowered communities, helping to break the poverty cycle and build brighter futures. Over the past few years, our work has expanded and our teams have grown considerably, allowing us to launch new campaigns and work in even more crisis-hit countries. As well as strengthening communities in over 30 countries around the world, we also make it a point to support vulnerable people here in the UK, too.

Each of our projects are carefully designed to be accessible and effective. They are a wonderful blend of emergency support, short-term relief, and longer-term sustainable solutions. Our way of approaching relief means that we can save lives immediately, improve situations in the coming days and transform communities for years to come.

At Penny Appeal, people are at the heart of everything we do. Every one of our projects are tailor-made to meet the needs of those we support and benefit as many people in need as possible, in ways that cost our generous donors just a little bit of loose change each day.

Vision

Transform small change into big difference for those who need us most.

Mission

Inspired by the universal values of the Islamic faith, Penny Appeal's mission is to serve all those in need at home and abroad.

Strategic Aims *Within 5 years*

1. Best in class Muslim Charity
2. Sunday Times top 100 businesses to work for
3. Most recognisable Muslim charity in the world
4. Raise over £100 million per annum for good

Key Facts

We are a British Muslim led charity

Our HQ is in Wakefield, West Yorkshire. We have approximately 160 staff based in the UK, with many more across the world

UK staff have been working from home for last 18 months, but we are instigating a move back a brand new office in early 2022, coupled with a new flexible working policy

Please read our latest Annual Report [here](#).

ABOUT YOU

For us, it's not just what we do, it's how we do it. Our values are important to us and we're looking for people who will live and breathe them.

THE ROLE

We are seeking an enthusiastic Individual to provide support to the Marketing and Communications department. This role requires the individual to be creative and enthusiastic about marketing in the not-for-profit hemisphere utilising organisational and media skills.

Key areas:

- Ensuring media and data held in our systems is up to date and accurate.
- Working with other departments to fulfil organisations media needs.
- Media transfer amongst internal departments and external consultant/freelancers
- Supporting other key personnel within the organisation
- Provide a full range of administration and project relation support to the Marketing department including but not limited to diary management, filing documents etc
- Ensure a secure and fit for purpose filing system is managed and kept up to date
- Implement Social media plans across our campaigns
- Be the point of contact of internal departments and relevant external stakeholders for media related needs
- Overlook and support Internal communications by managing relevant department email inboxes.
- Maintain electronic filing systems ensuring outputted media is safeguarding and BRAND guidelines compliant.
- Ensure relevant information is circulated to staff providing supportive duties of product launch.
- Other duties deemed necessary by Marketing executive and managers.

EXPERIENCE

REQUIRED

- GCSE/A-Level and above
- Understanding of contemporary marketing trends, tools and approaches
- Able to multi-task and prioritise workload
- Superb writing skills
- Confidence working online and in the digital environment
- Attention to detail
- Team player and positive attitude when working with others
- Adaptable and flexible in working style
- Problem solver
- Welcomes diversity

DESIRABLE

- Knowledge of general Marketing and Media

ADDITIONAL INFORMATION

Safeguarding

We are an organisation that takes safeguarding very seriously. All staff will be expected to adhere to our policies, processes, and approach.

Applying

Please send a statement (of no more than 2 sides of A4, font size 11) clearly outlining how you match our requirements, as well as a two-page CV outlining your professional, volunteering experience, education/qualifications and any other relevant information to jobs@pennyappeal.org. Please state the job title in the email title.

Deadline

We are running a rolling a recruitment, so reserve the right to close the post at any point. Please don't delay in getting your application in to us!