

Communications and Fundraising Volunteer

TASKS:

Support the development and composition of grant funding applications

Develop Afro Innovation's database of funding opportunities through desk research

Provide support in developing fundraising resources

Support the development of key communications and publicity materials:

- a. Interview beneficiaries and partners to create case studies on Afro innovation's work
- b. Writing content for Afro Innovation's website, leaflets, newsletters and other promotional or programme-related material

Reporting on the organisation's activities and events

Operate the organisation's social media to engage stakeholders and increase outreach

Create innovative social media campaigns

Support the development of Afro Innovation's communications and fundraising strategy

PERSON SPECIFICATION:

Excellent written communication skills and a confident verbal communicator

Excellent desk research skills

Excellent IT skills (must be a confident user of social media channels)

Ability to build relationships with a diverse range of individuals and audiences

Highly organised with an attention to detail

Previous communications experience (e.g. grant-writing, social media) is desirable

Previous experience of coordinating events (e.g. school, college, university, local community settings) is desirable

General knowledge of refugee support and the needs of asylum seekers

Understanding and sensitivity to the needs and experiences of refugees, asylum seekers and migrants

A second language, especially French, Arabic, Kurdish, Farsi or Gujarati is desirable.