

Salary: **£17,798 per annum**

Location: **Global - Where Islamic Relief Worldwide has a country office in Asia**

Contract Type: **Fixed Term - 12 Months**

Hours: **Full Time**

## **The Vacancy**

Our International Programme Division is currently recruiting for the position of a **Communications Coordinator**.

The **Communications Coordinator** will be responsible for producing multi-channel editorial and communications content to promote the activities of the STRIDE project and the department for various communication channels – internal and external.

The successful candidate must have or be:

- Either a degree or equivalent in English, media/journalism/marketing or another communications discipline, or a relevant postgraduate qualification following a first degree on an unrelated topic is essential.
- Demonstrated experience producing regular multi-channel editorial and communications content to a high standard, particularly for websites and external publications for different audiences.
- Evidence of success in creating compelling communications content and messages.
- Experience in using content management systems to update websites.
- Experience working successfully as part of a large, diverse communications team.
- Experience working with a house style guide and following sign-off procedures.
- Project management experience, with proven ability to manage multiple projects on tight and changeable schedules.
- Awareness of ethical standards of charity reporting, with an appreciation for political sensitivities, PR risk implications and sensitive image use.

### **Pre-employment checks:**

Any employment with Islamic Relief will be subject to the following checks:

- screening clearance
- receipt of satisfactory references

### **Our values and commitment to safeguarding**

IRW is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IRW engages. IRW expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

If you are talented, reliable, service minded, resilient and a highly motivated professional looking for a meaningful career, with a strong commitment to IRW's mission and values of *sincerity, excellence, compassion, social justice and custodianship*, please apply by completing our online application form.

## **The Company**

Islamic Relief is a faith-inspired humanitarian aid and development agency working to save and transform the lives of some of the world's most vulnerable people. We work in over 45 countries, assist people of all faiths and none according to need and do not discriminate in any way. Our proximity means we can often respond swiftly to emergencies and work in areas that other organisations cannot access.

We are the only UK-based Muslim faith-inspired charity to have been certified against the Core Humanitarian Standard on Quality and Accountability (CHS), which is designed to ensure that charities best meet the needs of the communities they serve.

Islamic Relief is a member of the Disasters Emergency Committee (DEC), we have Consultative Status with the UN Economic and Social Council, and we are a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.