

Social Media Intern

(Intern London-based, 5 hrs a week, 4 months)

URGENT - JOB OPPORTUNITY AT ZUBEDA WELCOME

Are you passionate about improving people's lives and have a keen interest in working in the charity sector? Want to use your talent to help the Ummah?

About The Internship Role

We are looking for someone to join us as our new Outreach Intern. This will be an exciting and rewarding internship, giving you valuable experience across key areas within a UK based charity.

You will be joining us at an inspiring time as we are now a registered charity in the UK. We are at the stage of solidifying our work processes and procedures that will strengthen the organisation's future, to a more resilient one.

You will receive mentorship as part of this internship. You will be matched with an individual with experience in the charity sector to guide you with your career moving forward.

Summary of role:

As a Social Media officer you are an integral part of helping expand and nurture our existing community network. You will raise awareness through social media and reach a wider audience.

You will be:

- Creating/scheduling social media posts for Zubeda Welcome's Instagram, Facebook, Twitter and Youtube
- Creating an annual calendar of events and themes to cover on social media
- Sketch a plan for the marketing of various campaigns in social media eg "The Zubeda Welcome Quran Student Live" (starting with Live show with Khalid Latif on Oct 8th) "The Real Zubeda's Date Chutney" (in Ramadan), "Our Champion Madrasa Providers", "World Save Eman Day" (Refugee Week).
- Ensure all sound and recording devices are working and set up for each event
- Researching, brainstorming, planning and scheduling future posts
- Collaborate with team members (to collect content) to create new media, share media eg with website manager

The ideal candidate will:

- Be excited to gain hands-on experience in the UK charity sector
- Skilled in videography, photography and video editing
- Owns an up to date phone with camera
- Skilled on use of applications relevant for this role
- Able to navigate, manage social media platforms
- Tech Savvy
- Have great communication skills; both written and verbal
- Sharing updates on shared drive via Google Workspace
- Weekly 15 mins debrief with CEO via Google Meet
- Understand the sensitivity of the experiences of refugees and asylum seekers
- Be proactive and able to use initiative and prioritize his/her work
- Be confident to speak with new people, organizations and businesses
- Able to react quickly and flexibly in order to adapt to a fast-paced role and take advantage of new opportunities
- Committed to learning
- Able to travel to the field if required (car and driver's license an asset)
- Flexible working
- Reliable
- DBS certificate

If you believe you would add value to Zubeda Welcome but don't meet all the criteria above, we would still love to hear from you.

About Zubeda Welcome

Now in our 5th year of serving refugee children, for the first time as a registered charity, our focus turns to the madrasa needs of all refugees across the UK as well as the asylum seekers who are housed temporarily in a given location as they await their fate.

Zubeda Welcome is committed to meet the Islamic education needs of all the refugees and asylum seekers across the UK, but won't achieve this alone. We will need the support of many other charities, donors, funders and refugee support groups across the nation to connect the dots and make this happen! Visit our website for more information zubedawelcome.org

What We Can Offer You

- A flexible approach to working arrangements.
- Mentoring program - you will be paired with a mentor that has experience in the charity sector, they can provide guidance on your career moving forward
- Bank holidays

- Travel and Parking expenses paid for work related travel e.g. to film footage at a location (Madrasa, charity event, at a refugee clients home),

How to Apply

Please complete a short application on our website where we ask a few key questions about your skills, reasons for applying to this internship and how you would bring value to Zubeda Welcome.

Salary: Unpaid 4 Months (subject to funding the role may become paid)

Hours: 5 hours a week (occasional evening and weekend hours)

Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.