

Communications Assistant (Volunteer)

Article 25 is the world's largest architectural charity. Our focus lies on designing and building structures that improve health, learning and resilience to disaster. We are currently looking for a **Communications Assistant** who can use their skills to expand and promote our development work.

We are currently seeking a motivated Communications Assistant with a passion for improving a charity's communication strategy. This position calls for an outgoing volunteer who will expand and develop the public appearance of Article 25. The role includes maintaining and developing our social media channels, interacting with our online community and implementing new social media campaigns. The position also includes maintaining and developing the Article 25 website, building a newsletter system. Planning of publicity strategies and campaigns, writing and producing press releases is also part of this role.

This is an incredible learning opportunity for keen and energetic individuals who are looking for valuable experience and wish to work in this field, not to mention a chance to work with our dynamic, innovative and expanding charity.

Skills and knowledge

- Strong communication skills
- Creative and strategic thinking
- Able to deal with enquiries from the public, the press, and related organisations
- Exceptional written and verbal communication skills
- Problem solving and strategic thinking capabilities

Candidate requirements

- Undergraduate degree – any discipline (essential)
- Experience or interest in international development/charity sector
- Good knowledge of social media and e-communication tools
- Highly literate with good English language and grammar skills
- Comfortable with cold calling and building new relations
- Willing to take initiative and responsibility for delivering tasks
- Strong organisational and reporting skills



Article 25 has more than 85 projects in 34 countries, making us the largest architectural NGO in the world. Our projects are delivered with in-country partners to ensure that local knowledge and relationships are maximised, and that projects are sustainable.

Current projects include

- Social media (Facebook, Twitter, Instagram, etc.)
- Website
- Newsletter
- Press work

This position calls for someone with good drive and a flexible work ethic who is looking to get experience in Communications and PR including Social Media.

This position is available to ideally full time candidates for a minimum commitment of 6 months.

Information

Deadline: Apply immediately for consideration

Terms: Volunteer position

Start date: ASAP

Duration: 6 months

Location: Our London offices

To apply: Submit a covering letter and CV to recruitment@article-25.org with 'Communications Assistant' in the subject line of the e-mail.