

COMMUNICATIONS ASSISTANT

Remuneration:	£25k per annum
Role type:	Full time
Tenure:	1 year with possibility of extension
Location:	London
Responsible to:	Communications Managers
Deadline for Applications:	01 April 2018
Interview Dates:	06 April 2018
Expected Start Date:	11 April 2018

THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

[AFFORD](#)'s mission is "to expand and enhance the contribution of the Diaspora to Africa's development". AFFORD is a pioneer and innovator in the field of policy and practice of 'diaspora and development'. It continues to act as a catalyst, concept-tester and exemplar in the sector; it seeks out, supports and enhances the capacity of actual and potential change-makers amongst diaspora organisations and individuals.

In June 2016 AFFORD added an exciting and innovative new programme, Diaspora Finance and Investment (DFI) to its growing list of projects. Co-funded by [Comic Relief](#) and [UK Aid](#) through the [Common Ground Initiative](#), DFI aims to stimulate diaspora investment to create jobs and enhance Africa's social economy. AFFORD believes strongly in the power of Africa's diaspora to drive long-term economic growth and prosperity.

ROLE SUMMARY

The successful candidate will be involved in supporting a whole range of activities from digital marketing and PR, design and print management to website management, and will have the opportunity to be involved in some key 2018 projects to help achieve AFFORD's growth plans, alongside ensuring the team collects the data to measure and evaluate its success.

The ideal candidate must have a strong interest in marketing and communications, a particular interest in website development and be keen to develop strong administrative as well as specialist communications and marketing skills. You'll need to be a quick learner, able to listen but also able to demonstrate lots of enthusiasm and initiative so you can hit the ground running in a busy and productive team.

MAIN RESPONSABILITIES

- Support the Communications Manager to keep the content of AFFORD's current web sites up-to-date and relevant
- Help design and produce marketing materials
- Develop content for social media, e-newsletters and publications – including articles, photography, and videos, and promote them on different social media channels
- Proof read and edit information, publications and articles and organise distribution of these online
- Collate raw data and statistics on our digital communications on a monthly basis
- Support the organisation and promotion of events
- Carry out research for our campaigns
- Keep photo and video library up to date and catalogued correctly
- Update the media database and distribute press releases to key press contacts
- Other duties as required by the Communications Manager

PROFILE

- Keen to develop a career in communications, marketing and/or fundraising
- University degree
- Ability to work independently, flexibly and under tight deadlines
- Good planning and organisational skills
- Strong writing, design and computer skills are preferred
- Some experience in event organisation
- High level administration skills including using Word, Excel, PowerPoint and databases
- Experience using design suites, Mailchimp, Hootsuite, Wordpress
- High standards of presentation in written work
- Good attention to detail, including in proof-reading
- Excellent organisation and planning skills
- Used to multi-tasking, balancing deadlines and heavy workloads
- Able to demonstrate initiative while able to work under supervision

HOW TO APPLY

Please apply by submitting a cover letter detailing your suitability for the role in relation to the essential criteria, along with a CV and a sample of written work. These should be sent to Ms. Haja Bally at the following address: Haja@afford-uk.org with your last name, first name and **AFFORD Communications Assistant** in the subject line.