



JOB DESCRIPTION - Creative Project Manager/Copywriter
Closing date for applications: Midnight, Thursday 2nd April 2015

Role: Creative Project Manager/Copywriter
Reporting to: Head of Communications
Location: Wembley (London) or Home-based (outside of London)
Hours: Full-time (Permanent)
Salary: Competitive, depending upon experience
Interview dates: 14th, 16th, 17th April 2015
Anticipated start date: 27th April 2015 or as soon as possible

National Zakat Foundation is looking for a Creative Project Manager/Copywriter for our Marketing and Communications team.

The Creative Project Manager/Copywriter is a hybrid role requiring project management and copywriting skills. The role is critical to the success of the Marketing and Communications team as this team member is responsible for ensuring on-time, on-budget delivery of error-free marketing materials. Excellent client service skills are essential as the role regularly interacts with external agencies.

Role Purpose: Delivering creative content across our various communications channels and functions. The successful candidate will demonstrate a breadth of knowledge and skills and a strong commitment to the values and vision of National Zakat Foundation: a pious, confident, selfless and self-sufficient UK Muslim community, where no individual in need is left abandoned.

Key skills and attributes:

- Minimum of 3 years relevant experience
- Demonstrate a passion for Zakat
- Excellent organisation, verbal and written communication skills
- High quality copywriting skills
- Collaborative team player; customer service orientated; focused on donor support and engagement
- Multi-tasking, time management, task management and project planning required
- Flexibility with working hours

Computer Skills:

- Knowledge of Microsoft Office including Excel and PowerPoint (essential)
- Proficient in Adobe Photoshop, Illustrator or InDesign (desirable)

Key Responsibilities:

- Supporting the Marketing and Communications team on implementing agreed marketing and communications strategy to build brand awareness, develop donor relationships, and communicate streams of work
- Develop key messages, creating and maintaining appropriate and consistent language and terminology across all media
- Managing workload, prioritising and scheduling activities and directing the allocation of work to meet deadlines for multiple marketing activities, communications, channels and events
- Deliver production of creative products including online/digital marketing collateral
- Maintaining good relations and liaising with key partners and contractors primarily design agencies and media production teams
- Copywriting and production of high quality marketing materials and key publications both online and offline
- Contribute actively to supporting corporate objectives, including the priority issues, brand building and generation of funds
- Work with volunteers to support marketing and communications function
- Exhibit an awareness of the marketing and donor user journey
- Participate in cross-functional projects
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of Communications

General Responsibilities:

- To work in accordance with the Data Protection Act (1998)

How to apply: Please send a CV and a cover letter admin@nzf.org.uk by midnight on Thursday 2nd April 2015 demonstrating any relevant experience, skills and abilities that match the requirements for the post.



**National Zakat
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