



**VACANCY - 12 MONTH PAID INTERNSHIP
COMMUNICATIONS AND PROJECTS ASSISTANT**

Job Title: COMMUNICATIONS AND PROJECTS ASSISTANT – INTERNSHIP

Location: THE ARAB BRITISH CENTRE, 1 GOUGH SQUARE, EC4A 3DE (Please note that due to the current circumstances related to COVID-19 our Centre is currently closed and the role will begin remotely).

Reports to: ACTING EXECUTIVE DIRECTOR

Salary: £19,565 (London Living Wage for 35 hours per week).

Entitlements: Holiday 25 days plus bank holidays

Start date: AUGUST (Ideal start date week beginning 17 August)

The Arab British Centre is pleased to offer an exciting paid internship for a graduate with excellent communications skills and interest in arts and culture from the Arab world.

The Communications and Projects Assistant will support the Arab British Centre team with the successful promotion and delivery of the Centre’s programme of artistic and cultural events (herein ‘the Cultural Programme’) and the day-to-day running of courses, resources, and facilities based at the Centre’s premises in Gough Square.

Background

Founded in 1977, The Arab British Centre is a charitable organisation that furthers understanding of the Arab world by promoting its culture, sharing its knowledge and supporting a community of individuals and organisations that work to enhance friendship and collaboration between people of the UK and the Arab world. From our premises in Gough Square we organise and [promote cultural and artistic events](#), and host a community of like-minded [resident organisations](#).

The Arab British Centre currently employs a [small team](#) - Executive Director, Programme Director, Communications and Events Officer, and Office Manager – who work closely together on a collaborative basis and are governed by a board of seven trustees.

The Executive Director will be on maternity leave from the beginning of August 2020 and the Programmes Director will become Acting Executive Director. The advertised role of is a new position that will provide additional support to the programme team during the Executive Director’s leave of absence.

To find out more about the Arab British Centre visit: www.arabbritishcentre.org.uk

JOB DESCRIPTION

This exciting opportunity will provide on-the-job training and support for a graduate with interest in and knowledge of the Arab World. Over the course of twelve months, the candidate will gain experience in marketing and communications, content development, social media and website management, projects events delivery and customer services, and other essential administration skills needed to work in the charity and cultural sector.

The successful candidate will have excellent written and spoken English language skills, and will demonstrate interest and knowledge of arts and culture from the Arab world.

The Communications and Projects Assistant will support the programme team to:

- Deliver the Centre's cultural programme of events, which includes but is not limited to, [The SAFAR Film Festival](#), [The Arab British Centre Award for Culture](#), [ARAB BRITAIN](#), [Making Marks Cultural Exchange Series](#) and [School initiatives](#).
- Deliver resources and programmes at The Arab British Centre premises, which include but are not limited to, [the BALMAL Library of Arabic Literature in translation](#); courses in [Arabic Language](#), [Calligraphy](#), [Islamic Art and Architecture and Music](#); small events and activities such as workshops, talks and [venue hire](#).
- Offer digital communications and resources, which include but are not limited to, Social media channels including Facebook, Twitter and Instagram, a website that includes a digital calendar of events, blogs and articles, and a bimonthly newsletter of events.

KEY TASKS AND RESPONSIBILITIES

Communications and Marketing

- Assist in the day-to-day management of social media channels, including Facebook, Twitter, Instagram, Vimeo and Youtube.
- Assist with the creation of written, graphic and video content for use across the Centre's digital channels, website and newsletter.
- Support in the development of social media and marketing plans, use timelines and scheduled content to create a consistent stream of digital content.
- Assist in the writing and distribution of e-newsletters to subscribers using Mailchimp.
- Work as part of a team to develop larger PR and communications campaigns for initiatives such as the SAFAR Film Festival, The Arab British Centre Award for Culture, Making Marks, and Arab Britain.
- Check the website regularly for event submissions and update content when applicable.
- Keep the database of press and media contacts updated and manage press enquiries.
- Assist with press liaison during events.

Events Support

- Assist the Programme team to produce, manage and deliver all elements of the Arab British Centre's Cultural Programme. Tasks include, but are not limited to, flight and accommodation bookings, supporting facilitators, speakers and participants, registering guests, documenting events, and liaising with audiences on monitoring and evaluation tools.

- Support the programme team with timely evaluations on projects for the board of trustees, partners and funders.

Courses

- Assist in the administration of all aspects of the Arab British Centre's programme of courses including timetabling, enrolling students and responding to queries.
- Provide teachers with necessary administrative support such as liaising with students and printing class materials.
- Take course payments over the phone and in person.

Customer Services

- Answer the main phone-line to respond to and pass on enquiries.
- Monitor the Arab British Centre's general email address and respond to customer enquiries.

Library

- Administer the Arab British Centre's library ensuring records of all books on the Centre's database and website are kept up to date.
- Carry out regular audits of stocked library books.
- Oversee the day-to-day running of the library including enrolling new library members, arranging library visits and any other related queries.

Ad Hoc

- Support the Programme Team and Office Manager to ensure visitors, residents, teachers and students follow adequate health & safety measures. This includes, but is not limited to, assisting with weekly fire alarm tests, familiarising visitors with fire exit and hygiene procedures, signing in visitors and contractors, collecting emergency contact information from students and volunteers.
- Support the Programme Team and Office Manager with venue hire bookings and look after guests.

PERSON SPECIFICATION

This role is an excellent opportunity for someone looking to gain experience in the charity and cultural sector whilst applying his or her skills and knowledge to benefit a growing cultural organisation. The successful candidate will take initiative, be pro-active and flexible with a 'can-do' attitude and be able to multi-task on many levels. Candidates will have to demonstrate their interest and knowledge of the Arab world, excellent spoken and written English language skills, and their capacity to learn quickly and manage their time under pressure. Knowledge of Arabic language is desirable but not a requirement.

Essential

- Interest in and knowledge of arts and culture from the Middle East and North Africa
- Excellent communication skills in English - both written and verbal
- Strong organisational skills with the ability to multitask, problem-solve, prioritise workload and meet multiple deadlines
- Confidence in building positive working relationships with a wide variety of people
- Customer service skills and good telephone manner
- Strong attention to detail

- Positive attitude, approachable and self-motivated
- Excellent interpersonal skills and ability to work as part of a small team
- Ability to work some evenings and weekends
- Educated to degree level or equivalent
- Proficient in Microsoft Office

Desirable

- Spoken and written Arabic
- Experience in managing social media channels for a project or organisation
- Experience in marketing and/or communications for a project, event or organisation
- Experience in website content management systems
- Experience in event coordination
- Experience working in or with projects focussed on the Arab world
- Knowledge of Photoshop and/or illustrator/and or other design software.

To apply for this role please submit a cover letter and C.V. outlining your suitability to **jobs@arabbritishcentre.org.uk by 5.30pm on 30 July 2020.**

Interviews will take place via ZOOM on the 6th and 7th August.

Please note that due to limited resources we will not inform candidates who have not been selected for interview.