KMEWO
Kurdish and Middle Eastern Women's Organisation

Communications and Admin Officer
Job Description

Job Details

Job Title:	Communications and Admin Officer
Duration:	Fixed contract for 12 months
Hours:	Part-time (2 days per week)
Location:	Archway, London
Report to:	Director/Fundraising and Communications Manager
Salary:	£28,000 per annum pro rata
Holidays:	25 days annual leave plus public holidays pro rata

Aims of our Organisation

The Kurdish and Middle Eastern Women's Organisation (KMEWO) has been providing support to Black and Minoritised Women since 1999, including survivors of domestic abuse and harmful practices.

Our mission is to ensure that Kurdish, Middle Eastern and North African women living in the UK are supported and empowered to achieve a better standard of life, free from any violence and with legal freedoms intact.

Job Purpose:

The Admin and Communications Officer will provide administrative support to the organisation while also supporting communications. This role will be vital in ensuring efficient office operations and in promoting the organisation's activities, mission, and values to a wide audience.

Communications and Admin Officer: Key Responsibilities

As a Communications and Admin Officer at KMEWO, you will play a crucial role in amplifying the voices of **Kurdish, Middle Eastern, and North African** women. Your work will directly contribute to our mission.

Your responsibilities will include:

- Supporting the Director and the Senior leadership team to develop and implement a communications plan that aligns with the organisation's goals and objectives.

- Creating and scheduling engaging content for the organisation's social media channels, website, newsletters, and other digital platforms.
- Writing, editing, and proof-reading a variety of content for press releases and reports.
- Assisting in producing marketing and campaign materials that raise awareness of the organisation's activities and impact.
- Assisting the Director with writing tasks.
- Develop and distribute internal communication materials, including newsletters, flyers, memos, announcements and staff updates.
- Providing general administrative support including scheduling meetings, taking minutes, maintaining filing systems, and maintaining office supplies.
- Assisting with the coordination and organisation of events, meetings, and conferences.
- Carry out any other duties requested by the Director or Line Manager.

Communications and Admin Officer: Person Specification

Essential: Skills and Abilities:

- Strong written and verbal communication skills with an ability to produce high-quality content.
- Excellent organisational skills and attention to detail.
- Experience in, or willingness to learn, the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Canva, Mailchimp, bluehost).
- Ability to manage multiple tasks and prioritise workload effectively.
- Strong interpersonal skills and the ability to work well within a team.
- Demonstrated ability to maintain confidentiality and handle sensitive information.
- Knowledge of GDPR and data protection regulations.

Highly desirable, but not essential:

- Previous experience managing social media accounts and creating digital content across platforms (e.g. social media, content management systems and/or email marketing tools).
- Familiarity with graphic design tools or video editing tools.
- Experience in event coordination or project management.

Personal Qualities:

- A passion for the organisation's mission and women's rights.
- Willingness to learn.
- Solution-focused attitude.
- Ability to work independently and as part of a team.

This job is open to women only; Due to KMEWO's commitment to the principles of 'led by and for' service provision, the candidate's gender is an occupational requirement (exemption under the Equality Act 2010 Schedule 9, Part 1 section 7(2) (e) of the 1975 Sex Discrimination Act and Section 5(2) d of the 1976 Race Relations Act applies.