

LOOKING FOR A COMMS SUPER STAR!

REAL & SAFIA MINNEY

Role: Graphics and Comms support role
Part-time (flexible 5-10 hours weekly, self-employed)

Description of the role:

We are looking for support with our Communications. This role requires someone who has strong communication skills, who is organised, with excellent time management skills, but also very creative. You will be required to create graphics for social media posts as well as promotional materials for our webinars, newsletters, and original online content.

The successful candidate will have strong communications skills, and be able to manage multiple platforms, such as websites, blogs and social media.

Key Responsibilities:

1. Manage and schedule regular posts for social media. Create graphics and write copy for posts across multiple platforms (IG, Twitter & LinkedIn for REAL and Safia Minney)
2. Update REAL website with curated content and original articles from REAL associates.
3. Update Safia Minney website monthly with blogs.
4. Manage the newsletter to Safia Minney & REAL Sustainability subscribers.
5. Promote and host webinars for REAL and edit webinar footage for website – (<https://bit.ly/watchstrengthanddiversity>)
6. REAL Planner admin and customer service support
7. Other comms and creative support

Required Skills:

- Keen interest in sustainability and climate action from living to leadership – and ideally sustainable fashion
- Experience in comms, marketing, PR and campaigns
- Well organised and a good communicator with good visual eye
- Planoly or content scheduling software
- Canva/or other graphic design softwares (such as Photoshop & Illustrator)
- Strong knowledge of Wordpress
- Website design Elementor
- Mailchimp or other mailing softwares
- Knowledge of Eventbrite

Desirable skills:

- Video editing skills
- Zoom hosting for meetings and webinars

What we offer candidates:

- Great team and a real opportunity to make a difference and learn in this fast changing environment ad transition to net zero.
- Opportunities to contribute to the REAL Community, and create your own content.
- A chance to work with leading professionals in Sustainability and Social Justice.

Apply via linkedin or email saf@safia-minney.com.