



### **JOB DESCRIPTION - Creative Project Manager/Copywriter**

*Closing date for applications: Midnight, Thursday 2<sup>nd</sup> 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:** 14<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> April 2015  
**Anticipated start date:** 27<sup>th</sup> 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](mailto:admin@nzf.org.uk) by midnight on Thursday 2<sup>nd</sup> April 2015 demonstrating any relevant experience, skills and abilities that match the requirements for the post.



**National Zakat  
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