

The Karen Hilltribes Trust

Job Description For: Communications and Marketing Assistant



Job Title:	Communications and Marketing Assistant
Reporting to:	Programmes Officer (PO)
Location:	Tower House Business Centre, Fishergate, York, YO10 4UA
Salary:	Voluntary, unpaid
Hours:	We prefer a commitment of 2 days per week for at least 3 months

Background

The Karen Hilltribes Trust (KHT) is a UK registered charity dedicated to helping the Karen people of north-west Thailand to build a better future for themselves. Its three key aims are:

- To improve community health
- To secure sustainable livelihoods
- To increase access to education

The vision of the Karen is a more self-sufficient future in which they can support their own basic needs. KHT supports the Karen to achieve this vision through projects that are designed, built and maintained by the local communities who receive support.

Position Overview

An exciting and unique opportunity to work within a small international development charity, the Communications and Marketing Assistant position will provide vital experience for anyone looking to break into the international development sector.

This position represents an excellent opportunity to gain hands-on experience and develop skills and knowledge relating to a wide range of duties associated with communications and marketing within an international development charity. The position requires a minimum 3-month commitment, to ensure the postholder can have a lasting impact on the organisation, and is office based at KHT's office in Fishergate, York.

Main Duties and Responsibilities

The Communications and Marketing Assistant will be responsible for the following duties:

- i. Prepare social media content about the Trust's work
 - ii. Assist with the marketing of the Trust's volunteer projects
 - iii. Support the recruitment process of the Trust's volunteer projects
 - iv. Develop case studies about the Trust's projects
 - v. Conduct research into areas relevant to the Trust's programming, including data and statistics
 - vi. Research international best practice and share the findings with the PO
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Personal Specification

Essential

- High level of computer literacy including design skills
- Excellent communicator both written and verbal
- Able to work both independently and as part of a team
- Well organised, able to effectively prioritise to meet deadlines
- Have a flexible and patient attitude
- Fluent spoken and written English
- Enthusiastic about the work of KHT
- Eligibility to work in the UK

Desirable

- Working knowledge of Thai
 - Experience of fundraising
 - Experience of working in the charity sector / international development
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Conditions: This is an unpaid position. A lunch allowance will be provided, and any essential travel reimbursed. This position will not guarantee paid employment with the Karen Hilltribes Trust.

To apply, please email your CV and covering letter (no more than 2 A4 pages), to admin@karenhilltribes.org.uk

Interviews will be held at our York office. Please inform us of any dates you are unavailable for interview when making your application.