



Freelance Digital & Social Media – 3 months

The Circle, a growing and ambitious Global Feminist NGO founded by singer, songwriter and activist Annie Lennox, is looking for a freelance digital and social media officer to support our work part-time for appx 3 months.

Job description

This is an exciting opportunity for a creative person who wants to use their digital communications skills to fight for a fairer world for women and girls. You will be joining a small, fun, hard-working team during a key period. You will bring energy, enthusiasm, and creativity to support our digital communications and campaigning work. You will help deliver our digital communications, grow our social media following, develop new content, update our website, and engage new supporters with our vital work.

Social Media

Working with the Communications Lead, and the wider team, you will help plan our calendar of social media content. This includes Facebook, Twitter, Instagram, and LinkedIn. You will develop engaging multimedia content using Canva, draft stories, post on our channels, and monitor the social media landscape we are working in.

Website

You will support the Communications Lead to develop new website content, including blogs and stories, to publish on the website. Using our CRM WordPress, you will help keep the website up to date, adding and removing content when necessary. You will support the creation of new web pages for new campaigns.

Engagement

You will work with the team to support the creation of the monthly newsletters, and member mailings. Working on Mailchimp you will ensure our communications are engaging, fresh, and timely.

Other

You will provide support for the creation of new toolkits, fundraising asks, presentations, and ad hoc content creation as needed.

Person specification – skills and experience

You are a creative person, ideally with experience in charity digital communications, and a passion for all things social media. You will have a great attention to detail, and love using the power of stories to bring about change. As a Global Feminist you will demonstrate values which strongly align with The Circle's vision of a fairer world for women and girls.

A natural communicator, you will have experience in using brand guidelines and key messaging to develop engaging and impactful content on social media channels to inspire audiences. You will have a good eye for design and a working knowledge of Canva. You are comfortable using WordPress to edit, change, and create new web pages.

A friendly, open, and clear communicator, you are comfortable working with people at all levels. Conscientious and organised you pay attention to detail, know how to prioritise and work towards agreed targets. You are flexible, and happy to work fast when required, whilst learning from challenges and building on success.

You will be confident using Microsoft Office (Word, Powerpoint and Excel) and willing to learn new platforms and programmes.

Contract details

- Start date – Ideally 17th October
- Length of contract – 3 months
- Hours – 14 per week
- Working Pattern - To be agreed, ideally 3.5 hours per/day
- Location - This is a home-working role with some meetings in London.
- Day Rate – TBC