



COMMUNICATIONS & DEVELOPMENT MANAGER

Reports To	Operations Director
Salary	£30k–£35k p/a depending on experience & qualifications
Location	Cambridge Central Mosque
Contract	Full Time (40 hours/week)

JOB OUTLINE

As Cambridge Central Mosque continues to grow and expand, we are now seeking to hire a Communications and Development Manager to join our dynamic and forward-thinking team!

The Communications and Development Manager will be responsible for managing and enhancing our digital and physical presence, public image, and promotional & fundraising activities. They will also support in organising events and work to create digital content for our global audience. This role is crucial in maintaining effective communication with the public and supporting our objectives through events, strategic marketing and promotion, content creation and fundraising.

The successful candidate will be charismatic, personable, and able to work well both independently and as part of a team. Excellent oral and written communication skills are essential, as well as the ability to multitask and work well under pressure. The candidate will work flexibly and be committed to the aims and ethos of Cambridge Central Mosque. The suitable candidate will have the ability to work at busier periods (weekends, school holidays, bank holidays, evenings (when events are taking place) & particularly Fridays).

KEY RESPONSIBILITIES

- Manage and enhance our social media accounts and mailing lists.
- Create and manage both digital and physical content in the form of posters, graphics, newsletters, photos/videos, and written content for use on-site and online.
- Develop and execute strategic communication plans for initiatives, events, and fundraising.
- Handle promotion, public messaging, and manage public opinion/public image of Cambridge Central Mosque, including liaising with the press.
- Create scripted content for pre-recorded videos and live streaming.
- Manage website content and conduct basic website updates and design.



KEY REQUIREMENTS

Essential

- Natural and authentic ability to tell effective stories through different mediums, channels and platforms creating a unified brand identity
- Experience in content writing in line with an organisation's values and intended public image.
- Ability to produce digital and physical promotional material.
- Videography and video editing skills.
- Experience in event promotion and developing and executing strategic communication plans.
- Strong command of the English language in both oral and written communication.
- General administrative skills including proficiency in Office 365/Google Workspace.
- Ability to manage and prioritise multiple tasks, with strong time management.
- Quick to learn and adapt to new concepts and changing priorities.
- Personable and able to work effectively both independently and as part of a team.
- Able to deal with any concerns/ complaints professionally, following procedures.

Desirable

- Experience in liaising with and hosting VIP speakers, guests, and donors.
- Ability to develop and promote fundraising programmes.
- Experience in fundraising and running fundraising events.
- Basic website content updates and design skills.
- Experience in handling promotion, public messaging, and managing public opinion/public image, including liaising with the press.
- Photography skills

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

HIRING PROCESS

Applications will be reviewed on a rolling basis, with interviews taking place until the right candidate is appointed.

Please Note: Applicants must already hold the unrestricted right to work in the UK. Only shortlisted candidates will be contacted for an interview.