

## CAPOEIRA4REFUGEES (C4R) – JOB DESCRIPTION

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|------------------------------------|---|
| <b>Title:</b>                      | <b>Community Mobilisation and Social Media Manager (CMSM) Initial Volunteer/Intern</b>  |
| <b>Overview:</b>                   | Capoeira4Refugees works with refugee communities and particularly traumatised children and youth using the Brazilian art/sport of capoeira to bring psychosocial benefits such as increased self-respect and reduced levels of violence. Capoeira4Refugees was founded in 2007 working with street children in Syria. C4R has been active in the West Bank, Palestine, since 2011 and in Jordan since 2014. We have also launched an online platform and a vast network of partner organisations supporting/awarding social projects and ‘fellows’ globally. For further information please see <a href="http://www.capoeira4refugees.org/">http://www.capoeira4refugees.org/</a>   |
| <b>Contract :</b>                  | ASAP  |
| <b>Tenure:</b>                     | 6 months with possibility of renewal. 3+ days/week. Core hours but also flexible  |
| <b>Location:</b>                   | Germany, Berlin or if online an incredible good communicator  |
| <b>Responsible</b>                 | Programme Team / Fundraising Team   |
| <b>Benefits:</b>                   | This is an incredible opportunity to work closely with an innovative Charity that is rapidly growing. You will see the work that you do make an immediate impact on the social projects with vulnerable refugees that C4R supports. You will work directly with a diverse range of people, with the ability to exercise a large amount of autonomy within your role. This is a Volunteering or Intern position, based on outcomes this position can turn into a paid role.  |
| <b>Role Overview:</b>              | <p>This is a hands-on position, where the CMSM supports all aspects of the programme team. The role requires a proactive individual who is able to work independently and collaboratively with a team in a fast-paced and sometimes stressful environment. C4R is an exciting position of growth and the work and story of Capoeira4Refugees are very compelling and marketable, combined with our team and voluntary support; there is the potential to be a fantastic success. This is a three in one role - the primary role of this post is to increase funding and visibility for our projects. It's your job to deliver workable ideas to hit the dreaded targets and then turn it into a reality. You'll work hard and involve all aspects of marketing and communications, including: planning; design, advertising; promotion; public/social-/media relations and development of the C4R brand. This role requires a motivated and organised person who can identify the key messages and channels that will connect with our audiences. You will need a broad understanding, experience and skills of marketing. The role will contribute to the C4R brand being disseminated widely, and ensure that press outputs are appropriate for the wide range of audiences the C4R interacts with regularly. You will work closely with the Programme, Management and the Fundraising Team as well as other staff members as necessary. You will be expected to delegate tasks and manage tight deadlines, as part of meeting targets.</p> |
| <b>1. Purpose of the Position:</b> | The CMSM will act as the focal point for online community, overseeing needs, deliver workable plans and execute them. Community building, crowd funding, increasing visibility and liaising and actively supporting Awardees and the online community will be the main focus. Support programme team and other staff members when necessary.  |
| <b>2. Responsibilities:</b>        | <p>Programme Development</p> <ul style="list-style-type: none"> <li>● Analyse current status, and build a solid marketing strategy across C4RDeveloped general communications materials in support of fundraising funding needs of the social capoeira projects and aims (interview internal/external - write blogs, support Fundraising and Programme team with strategic Social Media support)</li> <li>● Support with other related tasks as necessary</li> <li>● Create strategy/implement to support Changemakers hub visibility actions</li> <li>● Raise the overall visibility of C4R in media and social media, ensure branding guidelines be glued</li> <li>● Attend networking events and meetings</li> <li>● Prepare reports and give presentations on progress to the senior leadership team</li> </ul>   |

### Community Building

- Conduct interviews, support with the needs and development of the online community
- Build & maintain strategic relationships with community members & partners
- Contributing to the team's on-going literature reviews on topics pertinent to the organization's key messages, including but not limited to refugee issues, child protection, gender, etc.
- Support the programme team with inspiring stories, quotes, and media. Help in analysis and learning activities to ensure accountability for C4R's programs and projects.
- Create, maintain and manage (new) relationships, be strategic and proactive in Changemakers Hub related social media channels and create/monitor crowdfunding appeals
- Research potential donors, add to database and send out proposals to meet fundraising targets
- Support the fundraising strategy, writing proposals and concept notes. Work with online
- Support with creating general communications materials in support of fundraising aims: including reaching out to individual donors and running campaigns
- Ensure all fundraising activities meet Charity Commission guidelines, international Child Protection standards, data protection laws, and other legal obligations and best practice as necessary.
- Support with other related tasks when needed

### 3. Education, Qualifications, Competences, Skills Required:

#### Essential:

- Knowledge in Social Sciences, International Development, Middle Eastern or relevant Peace and Conflict studies.
- Fluency in English, excellent writing and verbal communication skills
- Advanced computer skills in Microsoft suit and database management
- A high level of motivation and ability to work independently as well as part of a team
- Experience in cold-calling and research
- Experience of working in multi-cultural teams
- Social Media 'savvy'

#### Preferred:

- Experience with Project Management and/or line managing staff Experience with sport and development projects
- German, Arabic, Portuguese and/or French language skills
- A minimum of three years working in the international development sector writing proposals, managing donors
- Degree level or above. Preferably in a humanities or social science subject
- Proven experience of raising profile

**To Apply:** Send your application with the subject line 'Applying for **Community Mobilisation and Social Media Manager** \* including the following:

- a current CV of no more than 2 pages
- a Cover Letter of no more than one page
- Please indicate your maximum tenure

Email your application to [jobs@capoeira4refugees.org](mailto:jobs@capoeira4refugees.org) Capoeira4Refugees will only contact short-listed candidates.

\*Applications that do not follow this procedure will not be considered.