



Trustee- Communications & Social Media lead

Essential Information:

Brighter Futures Zambia is a small and ambitious young charity making a big impact. Our mission is to provide orphaned and vulnerable children in Zambia a happier, healthier and safer present and a more secure and fulfilling future. We do this by working in partnership with carers in Zambia to improve children's access to education, empowering both the child and their carer through counselling, training and support.

We are looking to recruit enthusiastic and committed people who are motivated by the opportunity to make a real difference to the lives of some of the poorest communities in Africa. As a small charity we need strategic thinkers who are also prepared to play a hands-on role in the development of the charity. As a trustee of BFZ you would be expected to support the promotion of BFZ's work, to actively participate in fundraising activities, attend quarterly trustee meetings and advocate BFZ's work as widely as possible.

We would particularly welcome interest from people with experience of living in Zambia or those with knowledge and connections to the Zambian community and diaspora in the UK.

Role overview:

As Communications & Social Media lead you will support Brighter Futures Zambia to develop and manage our online communities and assist us in communicating and engaging with current and potential supporters. This will include posting content to our social media sites and helping us to create engaging and clear communication tools across multiple platforms.

Tasks & Responsibilities:

- Writing copy for our supporter bulletin
- Editing and rewriting case studies and supporting BFZ to use them in ways that engage our supporter base
- Supporting our social media volunteer to plan and post engaging content across our social media platforms
- Advising and supporting BFZ in how to communicate project updates in an engaging and clear manner and via the appropriate medium
- Supporting BFZ to write about the organisation's mission and activities in a clear and engaging manner

Other duties:

- To be an active board member, helping to give the organisation strategic direction

- To contribute at board meetings and help to monitor the implementation of decisions taken at meetings
- To ensure that BFZ complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations

Skills & Experience:

- Knowledge and experience of using social media to engage communities
- Good writing skills
- Commitment to the mission of BFZ
- Good planning and organisational abilities
- Experience in or willingness to learn more about our areas of work
- Commitment to the organisation and willingness to devote the required time and effort

Time commitment:

- Able to attend quarterly trustee meetings in London (these usually take place over an evening)
- Average time commitment of minimum 6 hours per month in addition to trustee meetings

Contact

For an informal chat about the role please call Jennie Smith on 07956423308

If you would like to express your interest in the role, please send a brief email explaining why you are interested in becoming a Trustee at BFZ and how you meet the skills and experience required for the role. Please feel free to attach a CV if you have one.

Email: brighterfutureszambia@gmail.com