



The Barakat Trust

Job Description

Job Title:	Communications Coordinator
Grade:	Not applicable
Starting salary:	£32,000 per annum (Pro Rata)
Hours:	21 hours per week of a 35 hour week (0.6 FTE)
Term	Fixed term for 3 years (May 2022-May 2025)
Location:	Flexible, with occasional meetings in London expected.
Responsible to:	Director; Business Development Consultant.

Background:

This part-time role will require somebody to be responsible for the promotion and communications aspects of a National Lottery Heritage Funded Project related to engagement with Islamic art in UK collections. The project involves working with heritage institutions with collections of Islamic art, and using such collections to engage new audiences, partially by involving local communities in curating and interpreting such collections.

The project's aims are to improve understanding of heritage collections, improve access and engagement, promote social inclusion, and raise awareness about the Muslim heritage of Britain through its art collections. It will also raise awareness about Islamic art in general, using art collections to introduce Britons to Muslim culture in richer, more meaningful ways.

The three-year project will achieve these aims by disbursing community grants to 3 applicants per year, providing each grantee with mentorship, technical support and assistance, and access to local networks, publicity and promotion.

Purpose of this Role:

To help ensure that the different project components identified in the project work plan come together effectively. This will take place mainly by promoting the heritage projects supported as part of this scheme to diverse audiences and to use these projects as an opportunity for public engagement, including digital engagement, through blog and social media posts, Instagram stories and curated series, webinars and podcasts.

Such initiatives will build upon the experience of the Barakat Trust and its lead partner on this project, The Islamic Art Subject Specialist Network. The post holder will also promote the activities of these two organisations through newsletters, mailouts, social media, blog posts, website updates, etc.

The aim of this role is to connect and communicate with diverse audiences, to showcase and raise awareness about UK Islamic art collections. By raising the profile of this project, it will help instil a sense of pride in the local community groups of Muslim heritage, and in participants in the project irrespective of their cultural backgrounds.

Duties and Responsibilities

- To help supported projects develop a strategy for effectively communicating their projects.
- To follow up with the supported projects to ensure that they are developing according to plan, and to flag up any issues to the Director and Business Development Manager of the Barakat Trust.
- To support and promote the three projects per year using social media, targeting diverse audiences (specialists and non-specialists), presenting the different projects in ways that make them interesting to people who have no specialist knowledge of Islamic art (as well as to those who do).
- To liaise with grant recipients to ensure that they provide good quality content and visual material.
- To undertake the technical work to produce podcasts about the projects we are supporting as well as other activities related to the field of Islamic art heritage. See an example here: <https://barakat.org/latest-news/epic-iran-a-new-podcast-with-tim-stanley/>
- To produce newsletters and mailouts, and social media content material that showcase the activities of The Barakat Trust and The Islamic Art Subject Specialist Network in general, and the community grants supported by this project in particular.
- To create interesting blog posts on The Barakat Trust and Islamic Art SSN websites, and update the websites with news and events.
- To manage Eventbrite as pertaining to heritage activities undertaken by The Barakat Trust and the Islamic Art Subject Specialist Network.
- Ideally, to produce the graphic material required for promotional and publicity purposes.

Equal Opportunities

- To have regard always to the planning and execution of duties outlined in The Barakat Trust's Equal Opportunities Policy.
- To ensure equality of access to the activities and services provided by The Barakat Trust to all potential clients.

In General

- To attend regular meetings with Barakat Trust staff and project partners such as the Islamic Art Subject Specialist Network.
- In addition to the tasks and duties listed in the job description, to undertake such duties as may be identified from time to time and which are generally compatible with the functions for the post;
- To adhere to the organisations equal opportunities policy, health and safety policy and all other of The Barakat Trust's policies;

- To respond flexibly by undertaking other duties as required.

Notes:

The Barakat Trust reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person and notification made in writing within 28 days of addition or amendment.