



KiSS Role Profile

Role: KiSS Marketing Officer

Hours: 15 hours/week, days to suit the candidate

Salary: £12/ hr

Contract type: Freelance

Applications: Please send your CV to helena.theakstone@gmail.com by 14th January 2023

About Kiddies Support Scheme (KiSS)

KiSS started over 25 years ago with the aim of supporting vulnerable children in Uganda access education. This is still very much our aim to this day, we currently fund over 140 children's education, this can include tuition fees, school uniform, books and pens etc. but could also include essential things a child needs to learn in the best environment such as a mattress to sleep on if they have been sleeping on the floor or sanitary products for girls.

We work in two sites in Uganda; Hoima and Kasambya and support the communities with health training and support for how to farm their land and feed their families.

The need in Hoima and Kasambya is great and we want to support more children. We are entirely funded by public donations and this role is essential to continue to build the relationship with our UK-based supporters as well as finding new avenues of funding.

Purpose of role

Provide marketing and administration support to the charity.

Key skills required

- Basic design and copywriting skills and experience of using Canva beneficial
- Confidence with posting on social media platforms, primarily Facebook and Instagram
- Excellent communication skills
- Self starter and happy to use their own initiative
- Time management and organisation skills
- Experience of working in the charity sector beneficial, not essential

Key responsibilities

General day-to-day activities include:

- Monitoring and replying to charity emails
- Writing content for the website and newsletters
- Creation of social media posts
- Managing thank yous to our fundraisers including JustGiving
- Supporting the creation and management of the child sponsorship programme
- Managing contact/stakeholder lists
- Managing the merchandise shop, ordering stock and advertising it

Other activities

- Assisting in the promotion and administration of the trips to Uganda
- Liaising with our Campus ambassadors at University
- Assisting in the planning and promotion of the Alumni events
- Documenting processes and helping KiSS be more efficient in ways of working
- Adhoc research requirements - e.g. London Marathon places and grant opportunities

KiSS is a registered charity 1081937

Website & Socials

- <https://www.kiddiessupportscheme.org/>
- <https://www.facebook.com/KISS.Charity>
- https://twitter.com/KISS_Charity
- <https://www.instagram.com/kisscharity/>