

Harambee OBU

Make It Plain Editor

Part time role, 7.5 hours a week, £4,400 per year (£22,000 pro rata)

Application deadline: September 4th, 2020

Reporting to: Kehinde Andrews

Job description:

Make it Plain is the blogsite of the Organisation of Black Unity. It aims to be space for unapologetically Black pieces on a range of topics. We are looking for a part time editor to work for one day a week collating and editing pieces for the site. As this site grows we anticipate this role growing in the future.

Role responsibilities:

- Editing and publishing pieces for the website
- Sourcing contributors for website
- Social media presence for the website
- Sourcing income streams
- Working on long term versions

Skills & Abilities, and requirements

The successful applicant will:

- Have experience of maintaining a blogsite
- Have experience of writing blog pieces
- Be able, and available to manage one's own working hours on order to complete all outstanding tasks in the time allotted for the role per week.
- Be self-motivated and focused.

- Be proficient in Microsoft programs (Microsoft Word & Excel in particular).
- Be proficient in using social media platforms (Twitter, Facebook & Instagram in particular).
- Be able to articulate and write in a professional, clear and concise manner.

The successful applicant will also:

- Have personal access to a PC/laptop.
- Have personal wi-fi internet access.
- Be available for key organisation activities (Including the monthly member's meeting, board meetings and community events).
- Be a current (dues paying) member or have the intention of becoming a member of the Harambee Organisation of Black unity.

Education

No specific level of educational qualification is required for this role. Shortlisted applicants will have a strong application in all areas of concern.

References

You will require at least one reference. Preferably this would be a professional reference. However a personal character reference will suffice.

For more information email : info@blackunity.org.uk