



# OXFAM

Ireland

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.

<b>Role Title</b>	<b>Digital Production and Marketing Assistant (Volunteer Role)</b>
<b>Overview of Role</b>	<p>Oxfam Ireland is looking for an enthusiastic, creative and reliable volunteer assistant to work as part of the communications and marketing team, working both remotely and from our Dublin office as appropriate.</p> <p>The successful applicant will support the communications and marketing team in the delivery of a key digital communications and marketing project:</p> <p>Fashion Relief TV – an online shoppable TV channel showcasing pre-loved and brand-new fashion</p> <p>This is an exciting opportunity for a skilled digital production / marketing individual to gain experience project managing and delivering on a very unique project.</p> <p>This is a four-month role, commencing as soon as possible in October 2020. Part-time/flexible hours will be considered.</p>
<b>Key Tasks</b>	<ul style="list-style-type: none"><li>• Assisting with the roll out of targeted digital marketing campaigns across search, display, social and email, optimising towards a diverse range of Fashion Relief objectives including brand awareness and engagement and income generation.</li><li>• Uploading of products and product images to Shopify CMS ensuring accuracy on pricing, tagging, tax and publication status.</li><li>• Editing of 10-30 second video content using Windows Movie Maker, Adobe Premier Pro or a preferred software.</li><li>• Ensuring that all digital advertising tracking mechanisms are implemented and working correctly in liaison with internal stakeholders.</li><li>• Management of stock and inventory on Fashion Relief TV, uploading of video and ordering of content into playlist and</li></ul>

	<p>archive catalogues</p> <p><b>GENERAL:</b></p> <ul style="list-style-type: none"> <li>• Various administrative tasks relevant to the role</li> </ul>
<b>Location</b>	<p>Remote working is possible; however, the role will also require the successful applicant to be based in the Dublin office, specifically in relation to filming / production tasks.</p> <p>All safety measures relating to COVID-19 will be strictly adhered to and restrictions followed as required.</p> <p><b>Dublin office:</b> Oxfam Ireland, Portview House, Thorncastle Street, Ringsend, Dublin 4</p>
<b>Commitment</b>	<p>Ideally, the candidate would be available for 15 - 20 hours or more per week (days are flexible) for four – six months, commencing as soon as possible in October 2020.</p>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Reporting to the Corporate and Events Coordinator</li> <li>• This role will also work closely with the in-house digital team</li> </ul>
<b>Expenses</b>	<ul style="list-style-type: none"> <li>• Local travel expenses from your home to and from the office/place of work and any additional travel for volunteer duties</li> <li>• Lunch expenses up to €7 per day if work day is five hours or more – kitchen facilities, including tea and coffee, provided in the office</li> </ul>
<b>Application</b>	<p>To apply, please email Aisling Wallace at <a href="mailto:aisling.wallace@oxfam.org">aisling.wallace@oxfam.org</a> for more details</p>