

Freelance Social Media Assistant

£30 per hour | 8–10 hours per week (flexible) | Freelance | Remote

Start date: July 2026 - Applications will be reviewed on a rolling basis as received

ABOUT NEW ISRAEL FUND UK

New Israel Fund works for a just, safe and equal future for Israelis and Palestinians. We partner with and fund organisations that advance equality for Israelis and Palestinians.

THE ROLE

We are looking for a Freelance Social Media Assistant with an interest in human rights to support the Digital Communications Manager in delivering NIF UK's social media strategy. This is a hands-on, content-focused role, working in a dynamic and ambitious environment. You will help create, prepare and post content, help keep our channels consistent and active, and contribute to the ongoing development of our online presence.

KEY RESPONSIBILITIES

Content creation

- Design social media graphics and carousel slides using Canva or equivalent tools, in line with NIF UK's visual identity
- Draft captions for Instagram, Facebook and LinkedIn, following NIF UK's tone of voice and style guide
- Edit and prepare short video clips for Instagram Reels, including captioning and cover image selection
- Adapt content for different platforms as directed

Scheduling and posting

- Schedule and post content across platforms, maintaining a consistent posting cadence of 2–3 times per week
- Use scheduling tools (e.g. Meta Business Suite or equivalent) to plan and queue posts

Strategy support

- Help implement recurring content series
- Assist with community management, flagging comments or messages that require a response

WHAT WE ARE LOOKING FOR

Essential

- Experience creating content for Instagram, Facebook and LinkedIn, including graphics, carousels and short video
- Confident using Canva or a comparable design tool
- Strong writing skills in English, with an ability to adapt tone for different audiences
- Good understanding of how social media platforms work
- Organised and reliable, with an ability to manage tasks and deadlines independently
- Comfortable working in a values-led environment on complex and sensitive subject matter

Desirable

- Experience with video editing for social media (basic trimming, captions, cover images)
- Familiarity with Meta Business Suite or a social media scheduling tool
- Interest in human rights, democracy, or the work of the Israeli and Palestinian civil society sector

WORKING ARRANGEMENTS

This is a freelance engagement of 8–10 hours per week, with hours flexible by agreement. The role is remote. You will work closely with the Digital Communications Manager and will need to be responsive within agreed working hours, particularly when time-sensitive content is required.

HOW TO APPLY

To apply, please send a brief covering note explaining your interest in the role, along with examples of social media content you have created, to anthony@uknif.org - Applications will be reviewed on a rolling basis.