

Personal Relations Job Description – Imam Hussein Media Group

Salary: Dependent upon experience

Location: North West London (Colindale)

Job Role: The Personal Relations department is our reach to the public. It is them who respond to queries and comments. It is up to them to host our guests as well as respond and attend to events that the channel is invited to. It is essential that when an important guest is visiting London that he/she is invited to visit our headquarters and experience our hospitality. The PR department also handle our social media platforms by responding to messages and uploading posts.

Key responsibilities

- . Responding to inquiries about the channel
- . Maintain a rapport with the public
- . Inviting special guests to visit the channel
- . Hosting guests and visitors who come to the channel
- . Responding social media and responding to messages (YouTube, Facebook, Instagram and twitter)
- . Creating text to post on social media

Personal Specification

- . Must have a good level of English (Listening, reading and speaking)
- . Must be able to work as part of a team
- . Must have good understanding of the Islamic Shia faith
- . A supernumerary vocabulary and rhetoric in speech and writing
- . Exceptional manners in greeting and hospitality
- . Well groomed, a sharp dress sense and pleasant cologne to match

How to apply

To apply please send your CV with a covering letter to work@imamhussein.tv
Successful applicants will be invited to attend an interview