

JOB DESCRIPTION

Administrative Assistant to London Regional Manager (Part Time)

THE BASICS

- Salary: £16,000 (pro rata)
- Hours: 16 hours per week
- Contract: one-year fixed term (with potential extension)
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Line Manager: London Regional Manager
- Location: Based at London Office with some travel required

THE ORGANISATION

MEND is a not-for-profit organisation that was founded to help empower and encourage British Muslims within local communities to be more actively involved in British media and politics. We aim to achieve this by:

- Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.
- Working with organisations to ensure Islamophobia is regarded as socially unacceptable like anti-Semitism and other forms of racism and xenophobia.
- Working with mainstream organisations, in policy forums and public consultations, such as select committees and the Leveson Inquiry to provide informed and critical perspectives on policy issues and ensure an accurate and balanced portrayal of Islam and Muslims in the media.

THE ROLE

This is a key role that will help co-ordinate, manage and institutionalise the expanding work MEND is undertaking:

- Administering various projects being delivered by MEND.
- Drafting meeting agendas, taking minutes of meetings and maintain records of attendance.
- Drafting letters, dealing with incoming correspondence and responding on behalf of the team.
- Devising and maintaining key contact databases, office systems, including data management and filing.

- Organising and maintaining diaries and making appointments, producing documents, briefing papers, reports and presentation packs.
- Checking office stock and ordering items as and when required.
- General administrative duties.

THE CANDIDATE

The successful candidate will possess:

- At least 2 A-Levels or equivalent qualification.
- Experience of administrative work.
- Exceptional interpersonal skills.
- Work effectively as part of a team.
- Excellent organisational and time-management skills.
- Willingness to work flexible hours.
- A willingness to occasionally travel throughout the UK.
- Ability to deliver results with minimal support.
- Share a deep passion for the objectives of MEND.
- An understanding of Muslim culture in the UK.

THE PROCESS

To apply (or for more information), please:

- email tahsin.karim@mend.org.uk with the subject as 'Job Application - Administrative Assistant to London Regional Manager (Part Time)'.
- attach your **CV and cover letter** stating why you are suitable for the role.
- submit your application in Microsoft Word format and anonymise your cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: 7 April 2019 (midnight)

We regret, only candidates shortlisted for interview will be contacted.