

JOB DESCRIPTION

Administrative Officer

- Salary: £21,000 per annum
- Hours: 40 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Operations Co-ordinator
- Based at London Head Office

THE ORGANISATION

MEND is a not-for-profit organisation that was founded to 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 as 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 of MEND is undertaking:

- Administering various projects being delivered by MEND.
- Drafting letters, dealing with incoming correspondence, often 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.
- General administrative duties.

THE CANDIDATE

Essential skills and knowledge:

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

THE PROCESS

To apply (or for more information), please:

- email naeem.ibnfarooq@mend.org.uk with the subject as 'Job Application – Administrative Officer'.
- 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: 30 August 2019

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