

### Educational Resources Officer

#### THE BASICS

- Salary: £22,000 (pro rata)
- Hours: 16 hours per week
- Holidays: 22 days paid holiday (pro rata) + Bank holidays + Eid days
- Line Manager: Head of Policy
- 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

We are looking for an enthusiastic and driven individual to lead in developing MEND's educational programs and implementing an ongoing review of MEND's current educational resources. The successful candidate will be responsible for ensuring that the current educational courses provided by MEND are up to date and of the highest quality in order to empower local communities in the spheres of politics and media. Furthermore, the post holder will be key in developing materials to educate communities on issues surrounding Islamophobia, the challenges facing British Muslims, and highlighting the contributions of Muslims in the UK.

Responsibilities include:

- Developing, delivering, and regularly reviewing educational programs and resources aimed at community empowerment.
- Developing, delivering, and regularly reviewing new educational initiatives and resources highlighting the contributions of Muslims in the UK and the challenges of Islamophobia.
- Regularly updating MEND's materials in line with changes in current affairs and with up to date statistics and case studies.
- Other duties and responsibilities which are not outlined above but which are consistent with the role.

## THE CANDIDATE

### Required knowledge:

The candidate will be required to have an understanding of debates and issues surrounding the following areas:

- Islamophobia, hate crime, and racial and religious equality.
- British Muslims in education.
- The representation of Muslims and minorities in the media.
- Muslims in the labour market.
- Counter-terror.
- Crime, policing, and minority communities.
- Factors influencing patterns of political engagement and exclusion.
- Religious and cultural rights.

### Essential skills:

- First or upper second class undergraduate degree in a relevant field.
- Excellent IT skills.
- Excellent communication skills.
- Exceptional interpersonal skills.
- Evidence of written skills.
- An understanding of the political and media landscape of the UK.
- Demonstrable creative approaches to problem solving.
- Experience of information collection and source referencing.
- Experience in developing and implementing educational programs.

### Desirable skills:

- Experience of developing and implementing programs designed to empower communities.
- Experience of writing articles or blogs.
- Experience in use of referencing software.

### Personal attributes:

- The ability to work effectively as part of a team.
- Excellent organisational and time-management skills.

- The ability to work with a high degree of autonomy and independence.
- Strong commitment to equality and a deep passion for the values and objectives of MEND.
- Possessing a passion for media, politics, promoting political engagement, and tackling inequalities.
- Ability to work under pressure and respond to deadlines.

### THE PROCESS

To apply (or for more information), please:

- email [naeem.ibnfarooq@mend.org.uk](mailto:naeem.ibnfarooq@mend.org.uk) with the subject as 'Job Application - Educational Resources Officer'.
- attach your **CV and cover letter** stating why you are suitable for the role.
- anonymise your CV & cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: 22<sup>nd</sup> September 2019 (11:59pm)

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