

## JOB DESCRIPTION

### Corporate Liaison Officer

- Salary: £30,000 - £33,000 + Bonus
- Hours: 35 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Joint-Head of Community Development
- Based at London Head Office with some travel required

### 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

MEND is looking to recruit a highly-talented, dynamic professional to maximise the impact of Islamophobia Awareness Month (IAM) with London City corporations and public sector organisations, roll out our diversity and inclusion initiatives and strengthen links with City Islamic networks.

Key elements of the role include:

- Work closely with the Joint-Head of Community Development and Engagement.
- Lead, develop and grow MEND's campaigns, with particular focus on IAM.
- Roll out diversity and inclusion initiatives, mainly in central London with key corporations.
- Develop MEND's relationships and partnerships with individuals and organisations such as professional bodies, trade unions, local authorities, and others where relevant.

- Work with City Islamic Networks to maximise MEND's presence for mutual benefit.
- Create IAM campaign materials in order to increase brand awareness and maximise volunteer recruitment.
- Produce an annual impact report monitoring and evaluating the effectiveness of IAM activities.
- Work with MEND's Policy team to assist in securing media coverage in support of our campaigning objectives.
- Present MEND's key messages on various platforms from small community gatherings to large public events.
- Lead initiatives that engage with wider society that seek to educate and inform communities about Islamophobia.

## THE CANDIDATE

The ideal candidate will possess the following skills and ways of working:

- Exceptional interpersonal skills.
- Campaign planning, building and delivery experience.
- Experience of planning and organising events.
- Experience of writing for a range of audiences and using different mediums to produce convincing, clear and succinct content (e.g. blogs, e-actions, web and print).
- Experience of volunteering or working alongside volunteers.
- Experience in Muslim organisations.
- An understanding of Muslim culture in the UK.
- Degree level qualification or equivalent.
- Working effectively as part of a team.
- Excellent organisational and time-management skills.
- Willingness to work flexible hours.
- Dynamism and ability to motivate team members.
- Self-starter with the ability to work with minimal support.
- Share a deep passion for the MEND's objectives.
- A willingness to occasionally travel throughout the UK.

## 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 – Corporate Liaison 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: 23 February 2020, 11:59pm

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