

JOB DESCRIPTION

Schools Co-ordinator

- Salary: £25,000 - £30,000
- Hours: 35 hours per week (full-time)
- Holidays: 22 days paid holiday + Bank holidays + Eid days
- Reports to Joint-Head of Community Development & Engagement
- Base location is flexible with regular national 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

Key elements:

- Working closely with the Joint-Head of Community Development & Engagement.
- Developing a strategy to roll out MEND's teaching materials in schools across the UK.
- Creating educational resources tackling Islamophobia aimed at primary and secondary school students (Key Stages 1 – 4).
- Arranging to present MEND's teaching materials to senior teaching staff as a way of meeting the PHSE Education Programme of Study.
- Delivering training programmes to teachers and support staff based on MEND's Islamophobia teaching materials.
- Delivering assemblies, lessons and educational projects in schools.
- Arranging for the MEND Exhibition to be showcased in schools across the UK.

- Developing and fostering positive relationships with partner schools.
- Foster relationships with partner educational organisations who work in the field of tackling racism, bullying and hate.
- Carrying out an impact analysis on the use of MEND's educational resources in schools and tackling Islamophobia.

THE CANDIDATE

The successful candidate will possess:

- Experience of working in education or with young people.
- Experience of creating written communications for a range of audiences.
- Degree level qualification or equivalent.
- Exceptional interpersonal skills.
- Work effectively as part of a team
- Excellent organisational and time-management skills.
- Dynamism and ability to motivate team members.
- Experience of working with local communities.
- Experience of planning and delivering lessons.
- Share a deep passion for MEND's objectives and understanding of Muslim cultural values.

Successful candidate will be given a full training which they must successfully complete.

THE PROCESS

To apply (or for more information), please:

- email naeem.ibnfarooq@mend.org.uk with the subject as 'Job Application – Schools Co-ordinator'.
- attach your **CV and cover letter** stating why you are suitable for the role.
- anonymise your application as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: Open (interviews will be conducted on a rolling basis)

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