

London Community Organiser

- Salary: £29,000 - £34,000
- Hours: 35 hours per week (Includes evening and weekend work)
- Holidays: 22 days Holiday + Bank Holidays + Up to 4 Days for Eid
- Reports to: Head of Community Development & Engagement
- Location: This is a remote working role. Candidates must be based in London. Regular travel within the region will be 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, politics and civic society as a means to challenge Islamophobia. We aim to achieve this by:

- Work with in local community and with volunteers to raise awareness and understanding of Islamophobia.
- Work with organisations to ensure Islamophobia is regarded as socially unacceptable as anti-Semitism and other forms of racism and xenophobia.
- Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and the world.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.

THE ROLE

This is a key role leading the Community Engagement and Development team's efforts in the London area. The successful candidate will lead and develop volunteer working groups across the region to implement MEND's community objectives. They will lead working groups in running campaigns, recruiting volunteers, and facilitating educational training programs.

The applicant will require a good understanding of the dynamics within Muslim communities and will be able to develop good working relationships with delivery partners and key stakeholders.

Key elements of the role will encompass:

- Developing and leading existing Working Groups, and new Working Groups across the London region.
- Supporting, developing, and training new and existing volunteers.
- Coordinating seasonal campaigns in line with MEND's national strategy.

- Delivering MEND's national campaigns at a local level and maximizing community participation.
- Developing working relationships and partnering with leading Muslim institutions and individuals in the region.
- Managing MEND's media and political education outreach programs within local communities.
- Presenting MEND's key messages on various platforms from small community gatherings to large public events.
- Working closely with the Head of Community Development and Engagement.
- The requirements of the role may evolve over time.

THE CANDIDATE

Essential skills and knowledge:

- Educated to degree level qualification or equivalent.
- Experience working with volunteers.
- Experience managing and developing volunteers both individually and as part of a group.
- Experience in training the trainer.
- Experience in delivering and facilitating training sessions.
- Experience in developing training.
- Experience in event organising and delivery.
- Strong knowledge, understanding and connection with the Muslim community in the London area.
- Experience of working within the Muslim community in the UK.
- Understanding of Muslim culture in the UK.
- General understanding of the media and politics in the UK.
- Exceptional interpersonal skills.
- Work effectively as part of a team.
- Excellent organisational and time-management skills.
- Ability to self-motivate with minimal support.
- Good IT skills and administration.
- Be able to travel across the London region regularly.
- A full and clean driving license and a willingness to travel extensively to meet the needs of the role.
- Share a deep passion for the objectives of MEND.

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

THE PROCESS

To apply (or for more information), please:

- Email operations@mend.org.uk with subject - Job Application-London Community Organiser
- 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.

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