

Job Description

Media and Policy Analyst, MEND

- Salary: £25,000 pa
- Contract: 1 Year Fixed Term (subject to 6 months' probation and available for renewal)
- Location: London office
- Reports to: Head of Policy and Research
- Hours: 40 hour/week
- Holidays: 20 working days (+ 2 Eid days)

We are looking for an enthusiastic team player with excellent written and research skills to join our dynamic team at the head office in London. You will be an essential part of the research team and contribute to producing high quality analysis articles on news items and current affairs. You will also contribute to ongoing research projects surrounding media output on Islam and Muslims, Islamophobia, policy development on integration, social cohesion and religion in society, and political engagement by British Muslim communities. This is a great opportunity for an aspiring writer/researcher to make an impact in a fast expanding organisation that is passionate about improving Muslim participation in media and politics.

The organisation:

MEND is a not-for-profit company that was founded in 2008 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 high volumes of news content and media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe
- Documenting Islamophobia
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions
- Working with Muslim and non-Muslim organisations to ensure that Islamophobia is regarded as equally socially unacceptable as anti-Semitism and other forms of racism and xenophobia
- Working with mainstream organisations and in policy forums and public consultations – such as select committee inquiries – to provide informed, critical perspectives on policy issues and to ensure an accurate and balanced portrayal of Islam and Muslims in the media.

The role:

You will be required to work under the supervision of the Head of Policy and Research and contribute to work in research and policy strands as detailed below:

- Media monitoring and analysis – contributing to analysis of media output on religion and society, Islam and Muslims in the UK and Europe, and Islamophobia.
- Politics and public policy – contributing to projects and reports on British Muslim political engagement, racial and religious equality, counter-terrorism policy, Islamophobia and human rights.
- Project support – assist in data collation and analysis for consultation submissions, policy briefing papers, Islamophobia annual reports and other outputs and publications
- Programme support – periodic review of programme content for community engagement projects on media and political literacy

Responsibilities:

- To highlight articles concerning British Muslims within media output and provide brief commentaries.
- To highlight media output that is of concern and in need of redress through regulatory bodies.
- To formulate action alerts and relevant materials in addressing the above concerns.
- To contribute to day to day research within the overall research programme.
- To contribute to research by preparing qualitative and quantitative data collection and analysis.
- To analyse data using appropriate qualitative methods and techniques.
- To prepare written summaries and briefing papers of research work as required.
- To generate research output and contribute to advocacy campaigns.
- To contribute to research publications and oral/visual presentations as required.
- To translate research outputs into reader-friendly formats for non-academic users including policy communities and stakeholders.
- To undertake administrative tasks as associated with a given research project.
- Other duties and responsibilities which are not outlined above but which are consistent with the role.

Personal specification:

Essential skills and qualifications:

- First or upper second class undergraduate degree.
- Evidence of written skills.
- Research skills in quantitative and qualitative analysis.
- Excellent verbal communication skills.
- Proficient use of MS Office suite (Word, PowerPoint, Excel).
- Understanding of UK and European media landscape.

Preferred skills and qualifications:

- Masters degree in the social sciences, humanities, journalism, politics or other relevant discipline.
- Experience in media monitoring.
- Familiarity with regulatory requirements in print and broadcast media in the UK.

Personal attributes

- Passionate about media, politics, research and Muslim communities.
- Ability to work under pressure and respond to deadlines.
- Excellent organisational skills.
- A self-starter with a positive attitude.
- Creative approaches to problem solving.
- Ability to work effectively as part of a team.

To apply, please send a CV and cover letter explaining your suitability to the post to amina.raouf@mend.org.uk and use the subject heading “Media and Policy Analyst, MEND”.

Closing date for applications – 18:00 on 5th January 2018

We regret, only successful candidates will be contacted.