

One Full-time Administrative Officer

- Salary: £16,000 - £18,000 per annum
- Hours: 40 hours per week
- Holidays: 20 days paid holiday + Bank holidays + Eid days
- Reports to PA to Head of Community Development and Engagement
- Based at London Head Office

THE ORGANISATION

MEND is a not-for-profit company 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 high volumes of news content and 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 Muslim and non-Muslim organisations to ensure that Islamophobia is regarded as just as 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 committees and the Leveson Inquiry 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

This is a key role that will help coordinate, manage and institutionalise the expanding work MEND is undertaking:

- Administrating various projects being delivered by MEND
- Drafting letters, dealing with incoming correspondence, often responding on behalf of the team
- Devising and maintaining key contact databases, office systems, including data management and filing
- Organising and maintaining diaries and making appointments, producing documents, briefing papers, reports and presentation packs
- General administrative duties

THE CANDIDATE

The successful candidate will possess:

- At least 2 A-Levels or equivalent qualification
- At least 2 years' experience of administrative work
- Exceptional interpersonal skills
- Work effectively as part of a team
- Excellent organisational and time-management skills
- Dynamism with proven administrative track record
- Ability to work hard with minimal support
- Experience of working with Islamic organisations in the UK
- Share a deep passion for the objectives of MEND
- A willingness to occasionally travel throughout the UK

To apply please email your *CV and a covering letter* stating why you are suited to the post to: **amina.raouf@mend.org.uk**.

Closing date for applications: **21/01/18 / 6PM**