



Schools Co-ordinator

- **Salary: £21,000 - £23,000**
- **Hours: 40 hours per week**
- **Holidays: 20 days paid holiday + Bank holidays + Eid days**
- **Based in MEND London Office with travel?**

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 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 that Islamophobia is regarded as socially unacceptable like 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 of the role:

- Working closely with the Head of Community Development and Engagement.
- Creating educational resources tackling Islamophobia aimed at primary and secondary school students.
- Delivering teacher training programmes based on MEND's Islamophobia Curriculum.
- Delivering assemblies, lessons and educational projects in schools.
- Arranging for the MEND Exhibition to be showcased in schools across the UK.

- Develop positive relationships with partner schools and educational centres.
- Carry out impact analysis of MEND's educational resources in schools and tackling Islamophobia.
- Foster relationships with partner organisations who work in the field of tackling racism, bullying and hate.

THE CANDIDATE

The successful candidate will possess:

- Experience of working in education.
- 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.
- Ability to work hard with minimal support.
- Experience of working with local communities.
- Experience of planning and delivering lessons.
- Share a deep passion for MEND's objectives.

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

To apply, please email naeem.ibnfarooq@mend.org.uk with the subject as 'Job Application – Schools Co-ordinator' with your *CV and covering letter* attached.

Closing date for applications: 03 August 2018