

### Parliamentary Liaison Officer

#### THE BASICS

- Salary: £25 – 30k
- Hours: 40 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + 2 days per Eid
- Line Manager: Head of Policy
- Location: Based at London Office with some travel required

#### THE ORGANISATION

MEND is a not-for-profit organisation 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 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 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

We are looking for an enthusiastic and driven individual to be the lead in developing and implementing MEND's parliamentary strategy. The successful candidate will be key in building relationships with parliamentarians, unions, policymakers, and partner organisations in order to promote mechanisms aimed at tackling the challenges facing Muslim communities.

Responsibilities include:

- Developing and delivering the MEND Parliamentary strategy.
- Liaising with and answering enquiries from parliamentarians, policymakers, and other organisations.
- Attending networking events with key MPs, policymakers, and other organisations.
- Meeting with MPs and members of the House of Lords to outline the MEND strategy and maintaining these relationships.

- Planning publicity strategies and campaigns.
- Giving presentations on behalf of the organization.
- Organising events such as fringe events, parliamentary events, press conferences, exhibitions and lectures.
- Using social media to disseminate key messages.
- Briefing key figures in MEND of developments in Parliament.
- Briefing parliamentarians of developments within Muslim communities.
- Other duties and responsibilities which are not outlined above but which are consistent with the role.

## THE CANDIDATE

### Required knowledge:

- The candidate will be required to have an understanding of debates and issues surrounding the following areas:
  - Islamophobia, hate crime, and racial and religious equality.
  - British Muslims in education.
  - The representation of Muslims and minorities in the media.
  - Muslims in the labour market.
  - Counter-terror.
  - Crime, policing, and minority communities.
  - Factors influencing patterns of political engagement and exclusion.
  - Religious and cultural rights.
- The candidate will also be required to have knowledge of:
  - Political processes and structures of political parties.
  - Electoral procedures.
  - The workings of Parliament.
  - The current composition of Parliament (for example, members of the Shadow Cabinet, members of relevant APPGs, etc.)

### Essential skills:

- First or upper second class undergraduate degree or equivalent in Public Relations, Communications, Politics, Media, Journalism, or another relevant subject area.
- Excellent IT skills.
- Excellent communication skills.
- Exceptional interpersonal skills.
- Evidence of written skills.
- Excellent presentational skills.
- An understanding of the political and media landscape of the UK.
- Demonstrable creative approaches to problem solving.
- Flexibility in terms of hours.
- Willingness to travel.

### Desirable skills:

- Experience of giving and arranging interviews with the media to include press, radio and TV.
- Experience of working with political parties or in a political role.
- Experience of working with Islamic organisations in the UK.

Personal attributes:

- The ability to work effectively as part of a team.
- Excellent organisational and time-management skills.
- The ability to work with a high degree of autonomy and independence.
- Strong commitment to equality and a deep passion for the values and objectives of MEND.
- Possessing a passion for media, politics, promoting political engagement, and tackling inequalities.
- Demonstrable contacts within political parties, unions, advocacy organisations, and policy circles.
- Ability to work under pressure and respond to deadlines.

### THE PROCESS

To apply (or for more information), please:

- email [naeem.ibnfarooq@mend.org.uk](mailto:naeem.ibnfarooq@mend.org.uk) with the subject as 'Job Application – Parliamentary Liaison Officer'.
- attach your **CV and cover letter** stating why you are suitable for the role.
- anonymise your CV & cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: Sunday 21<sup>th</sup> October 2018 (midnight)

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