

## JOB DESCRIPTION

### CHIEF EXECUTIVE OFFICER

- Salary: £50,000
- Full-time
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to MEND Board
- Based at London Head Office with some travel required

### THE ORGANISATION

- MEND is a leading grass roots Muslims advocacy body working to improve media and political literacy of British Muslims.
- Provides daily commentary and analysis on stories in the media affecting British Muslims.
- Works with media regulators to improve reporting standards on British Muslims and challenges media inaccuracies and false stories to ensure an accurate and balanced portrayal of Islam and Muslims in the media.
- Delivers hundreds of lectures, seminars, masterclasses and workshops in grass roots Muslim communities to empower British Muslims.
- Engages 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
- Works with mainstream organisations and in policy forums and public consultations, such as select committees to provide informed, critical perspectives on policy issues affecting Muslims
- Runs the Islamophobia Response Unit (IRU) that records Islamophobic hate crimes and cases of discriminations and works with victims to achieve resolution of these, including emotional support, signposting to legal resources, drafting of letters and publicising cases.

### THE ROLE

#### Operational

- You will be based in the office and oversee all operational units in the organisation.
- Establish Key Performance Indicators for each operational units and measure progress against each.
- Undertake staff appraisals and regular 1:1 meetings.

#### Strategic

- Play a key role in creation and implementation of MEND's strategy.
- Translate MEND strategy into annual, quarterly and monthly targets – to be measured and reported to the Board monthly.
- Work with the volunteer base and employees to create, update and communicate the strategic direction of MEND.
- Establish and nurture relationships with stakeholders and strategic partners.

- Initiate and maintain excellent relationships with mosques and islamic organisations across the country.

### **Community & Staff Development**

- Develop excellent relationships across the country. Visible and accessible across the country with the grass roots Working Groups.
- Nurture talent in various key roles/ specialisms.
- Encourage and motivate volunteer and staff growth.
- Develop and maintain a professional and harmonious working environment that attracts and retains high calibre staff and volunteers.
- Increase the profile of MEND in the community, wider organisation and in the media.

### **Compliance & Regulatory.**

- Responsible for MEND corporate compliance.
- Remain up to date with political and media regulatory changes and updates.

## **THE CANDIDATE**

### **Leadership & Management**

- Excellent leadership skills; a strategic thinker able to motivate and lead a diverse team of staff and volunteers.
- Engaging presentation skills.
- An empathetic servant leader who thrives under pressure.
- Minimum of 10 years senior management experience in the public or private sector.

### **Community Development**

- Enjoys working with the grass roots community; experienced developing and implementing programs designed to empower communities.
- Drive results from a diverse volunteer base.
- Establish links with key organisation and individuals in the community.
- Possesses a deep understanding of the political milieu affecting the British Muslim community.

### **Media & Communication skills**

- Confident and experienced appearing in TV interviews and Radio discussions.
- Able to communicate complex ideas and strategy clearly and concisely.

### **General**

- Ability to work under pressure.
- Ability and willingness to work unsocial hours.
- Either living in London or prepared to relocate.

## **THE PROCESS**

To apply (or for more information), please:

- email [dalya.bernstein@mend.org.uk](mailto:dalya.bernstein@mend.org.uk) with the subject as 'Job Application – CEO'.
- attach your **CV**, **three references** and a **cover letter** (no more than 800 words) outlining why you would be a strong candidate for the role.

Closing date for applications: Sunday 18<sup>th</sup> November 2018 (midnight)

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