

JOB DESCRIPTION

Administrative Assistant to Head of Policy & Research (Part-Time)

- Salary: £16,00 - £18,000 pro rata
- Hours: 16 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Head of Policy & Research
- Based at London Head Office with some travel required

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 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 as 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 seeking to appoint a team Administrative Support and Personal Assistant to the Head of Policy. This is a key role supporting the organisation's dynamic and inspirational Advocacy Team in their daily administrative duties, as well as in coordinating and institutionalising the work of MEND across our internal departments.

The successful applicant will need to be able to support the Head of Policy by arranging and preparing for meetings, attending meetings where required, producing good quality notes and following up on agreed actions.

You will also need to be able to rapidly develop a clear understanding of both the Head of Policy and the wider Advocacy Team's priorities and work proactively to support the delivery of them with a high degree of autonomy.

Responsibilities include:

- Providing administrative support for the various projects being delivered by MEND and coordinating between the Advocacy Team and other internal departments.
- Diary management.
- Managing correspondences (phone calls, drafting letters, responding to emails).
- Archiving reports and resources.
- Devising and maintaining key databases and contact lists.
- Implementing office systems.
- Arranging and preparing appointments, attending meetings where required, producing good quality notes and following up on agreed actions.
- Logistical duties (organising travel arrangements, transport of resources etc.)
- Occasional proofreading.
- General administrative duties.

THE CANDIDATE

Essential skills:

- At least 2 A-Levels or equivalent qualification.
- At least 2 years' experience of administrative work.
- Excellent IT skills.
- Excellent verbal and written communication skills.
- The ability to maintain of the highest degree of confidentiality and discretion.
- 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.
- Exceptional interpersonal skills.
- The ability to work flexible working hours.
- The ability to work effectively as part of a team.
- Excellent organisational and time-management skills.
- Dynamism with proven administrative track.

Desirable skills:

- Experience of working with Islamic organisations in the UK.
- An understanding of the political and media landscape of the UK.
- An understanding of the challenges facing British Muslim communities.
- A willingness to occasionally travel throughout the UK.

THE PROCESS

To apply (or for more information), please:

- email naeem.ibnfarooq@mend.org.uk with the subject as 'Job Application – Administrative Assistant to Head of Policy & Research'.
- attach your **CV and cover letter** stating why you are suitable for the role.

- submit your application in Microsoft Word format and anonymise your cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: 24 March 2019 (midnight)

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