

### South Wales & West Junior Regional Manager (Part-time)

- Salary: £20,000 - £23,000
- Hours: 24 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Head of Community Development & Engagement
- Based at MEND's Cardiff Office with 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

Key elements of the role will encompass:

- Developing and leading both existing Working Groups, and new Working Groups across South Wales & West of England.
- Coordinating seasonal campaigns in accordance with MEND's national strategy.
- Developing relationships and partnering with leading Muslim institutions and individuals in the region.
- Delivering MEND's national campaigns at a local level and maximising participation.
- Working with local Muslim community institutions and groups to drive MEND's ethos on media and political participation.
- Managing MEND's media and political education outreach programmes within local communities.

- Presenting MEND's key messages on various platforms from small community gatherings to large public events.
- Working closely with the national Head of Community Development and Engagement

## THE CANDIDATE

Essential skills and knowledge:

- 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 within the Muslim community in the UK.
- Understanding of Muslim culture in the UK.
- Experience of planning and delivering events
- Be expected to travel across South Wales & West of England on a regular basis (and to London on an occasional basis) and thus a clean driving license would be preferred.
- Share a deep passion for the objectives of MEND.

## 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 – South Wales & West Junior Regional Manager'.
- 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: 31<sup>st</sup> March 2019 (midnight)

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