

WG Roles & Aims

Role Name	Role Description	Role Aim	Role Actions
Mosque	The person responsible for building relations between their WG and all local masjids.	To build a positive relationship between their WG and local mosques so that MEND are able to hold events, presentations and workshops in as many masjids as is possible to educate the wider muslim audience.	<ol style="list-style-type: none"> 1) To create a plan of which masjids are to be approached 2) Identify gatekeepers 3) Which type of events in the next 6 months and how many 4) Initial meeting with mosque to introduce MEND/IRU 5) Get IRU poster up in Mosque 6) Deliver C&C 7) Recruit volunteers 8) Discuss further events with Mosque eg Hate crime, Masterclass, Madrassah etc 9) Ramadan collection 10) Arrange for announcements to be made for key issues like IAM, GOAV, Key legislation being passed 11) Media training for Imams/management 12) To ensure the 6 month plan is regularly reviewed and as many events as planned are actually held.
Police	The person responsible for establishing and sustaining contacts within the police force in their locality	To develop and empower confident British Muslims to engage with the PCC and the Local Police Constabulary with clear objectives and outcomes. Helping to deliver MEND's key objectives as outlined in its Manifestos.	<ol style="list-style-type: none"> 1) Identify the borough commanders 2) Identify the hate crime officers 3) Identify local Muslim orgs to partner with 4) Meeting with local Muslim orgs and share knowledge 5) Meet with borough commanders/hate crime officers 6) Discuss: Recording of hate crime,

			<p>training to identify islamophobia crimes, setting up third party reporting in mosques, strategy for security at mosques and schools, strategy to tackle far right, transparency of channel referrals, consultations with local Muslim orgs/IAG, IRU</p> <ol style="list-style-type: none"> 7) Invite them to events 8) Join the IAG 9) Creative dialogue between Mosques and police 10) Set date for hate crime training 11) Set up a meeting between police and IRU 12) Follow up on promises made from discussion
Politics	The person responsible for building relationships between their WG and the local MP and relevant Councillors	Lobby the MP and councillors on issues listed in the MEND manifesto to gain their support as well as current and local issues as and when they arise	<ol style="list-style-type: none"> 1) Identify who is your MP and their voting record 2) Identify Muslims councillors 3) Identify councillors who lead on hate crime/community safety 4) Set up a meeting with councillor 5) Discuss: MEND, IAM involvement, WG involvement with council events, visiting council chamber, Islamophobia motion, hate crime strategy, facilitating dialogue with Mosques, council meeting attendance 6) Set up meeting with MP 7) Discuss: MEND, IAM involvement, GOAV, Manifesto & policy pledges, Introduce to Policy team 8) Invite MP and councillors to local and HQ events 9) Follow up on promises such policy pledges and

			IAM involvement 10) Facilitate meeting between MP/councillor and Mosque
WCE	The person responsible for establishing and maintaining relationships with other faith groups and organisations committed to tackling discrimination	To proactively engage with the wider non Muslim community in order to promote a fair and just society where all its citizens are valued and feel safe	<ol style="list-style-type: none"> 1) Identify local faith groups and activist orgs and their lead contacts 2) Meet with lead contacts to discuss: MEND, local WG activity, their events/campaigns, what WG can offer them, IAM involvement, Mosque dialogue 3) Organise interfaith event with other faith groups 4) Organise C&C with other activist groups 5) Network and build local relations through their contacts 6) Recruit volunteers 7) Ensure they are involved in IAM 8) Facilitate dialogue between faith groups and mosque
Womens	The person responsible for establishing and maintaining relationships between the WG and local women's organisations and local female community leaders.	To encourage Muslim women to actively participate in media and politics, to recruit women into the local WG, to work collaboratively with local women's organisations to increase awareness about how to tackle Islamophobia	<ol style="list-style-type: none"> 1) Identify local women's organisations and community leaders 2) Meet with heads of orgs/community leaders to discuss: MEND, IRU, workshops we can offer, volunteering with WG, IAM, their work and how we can help, IAM 3) Organise a local women's only C&C in collaboration 4) Organise a women's only IRU hate crime workshop in collaboration 5) Facilitate dialogue between women's orgs and Mosques 6) Recruit volunteers 7) Ensure IAM collaborations
Schools	The person responsible for establishing	To educate teachers on how to deliver the MEND	<ol style="list-style-type: none"> 1) Identify schools to work with 2) Identify the relevant

	and maintaining relationships between WG and local primary/secondary/muslim schools including part time Madrassahs	Islamophobia Syllabus, to ensure children have a good understanding of Islamophobia, to have the schools participate in IAM, to support IRU cases in schools working closely with the politics lead	<ul style="list-style-type: none"> contacts 3) Meet with school contact 4) Discuss: Syllabus/ lesson plans, IAM, teacher training, workshops/ presentations, exhibitions, visit to mosques 5) Teachers training on syllabus 6) Organise IAM participation/school annual events 7) Organise a regional teachers conference with other local school leads 8) Collaborative event with local authority education department 9) Facilitate contact between school and mosques
Youth	The person responsible for establishing and maintaining relationships between WG and local youth groups	To build relationships with youth (16-18) in the community to address issues of Islamophobia specific to young people. To increase political and media literacy of young people.	<ul style="list-style-type: none"> 1) Identify key Muslim youth groups/ services in local community 2) Facilitate bespoke presentations and workshops with young people. 3) Encourage young people to organise for IAM in schools and colleges 4) Empower young people to pursue careers in media and politics
Universities	The person responsible for establishing and maintaining relationships between the WG and local University Student Union/ISOC/other societies relevant to MEND's aims.	To encourage active citizenship of Muslim students through participation in media and politics in Britain. Working with stakeholders to support students dealing with Islamophobia on campus. Encourage students to join MEND WG	<ul style="list-style-type: none"> 1) Identify local universities 2) Identify ISOC & relevant SU leads 3) Meet with ISOC and SU leads 4) Discuss: IAM participation, C&C, Masterclass, D&I training, Exhibition, IRU workshops, 5) Deliver C&C 6) Recruit volunteers 7) Follow up with Masterclass 8) Ensure SU involved in IAM plans

			9) Deliver D&I training for SU
Corp	The person responsible for establishing and maintaining relationships with professional networks	To increase brand awareness amongst professional Muslims for the purpose of recruitment and donations, to encourage corporations to participate in IAM and to tackle discrimination in their workplaces	<ol style="list-style-type: none"> 1) Identify the Muslim networks/corporate companies in locality 2) Identify the lead contact in these areas 3) Meet with lead contacts to discuss: Introduction to MEND, workplace discrimination strategy, local WG activity, IAM participation 4) Organise C&C for Muslim staff 5) Recruit volunteers for WG and invite to professional dinner 6) Organise inter-faith event on workplace discrimination 7) Meet with head of HR in corporation Discuss: Introduction to MEND, workplace discrimination strategy, local WG activity, IAM participation, D&I training 8) Deliver D&I training 9) Follow up on promises made for Muslim staff recruitment/retention
SM	The person responsible for promoting the work of MEND on social media platforms	To increase the awareness of the work of MEND nationally and locally, to engage with local activists and groups online, to report any Islamophobic remarks found online	<ol style="list-style-type: none"> 1) Collate the social media handles for all WG members 2) Send links to articles, videos, events for WG to post and repost 3) Ensure members are reposting MEND especially during campaigns 4) Promote local WG events pre, during and post event 5) Helped organise Social Media Masterclass in locality 6) Get signed off on social media masterclass
Media	This person is	To increase the	1) Identify local media outlets

	responsible for establishing and maintaining a relationship between the WG and local media outlets and independent journalists	awareness of the local WG activity as well as local IRU cases to counter negative media coverage on Muslims and to legitimise MEND in the local community	<p>and journalists and their contact information</p> <ol style="list-style-type: none"> 2) Meet with contacts to discuss: MEND, WG activity, contacts we have across different delivery partners, events they can write on, local IRU cases, media roundtable, facilitate dialogue with mosques, IAM 3) Invite them to cover WG events 4) Send them any local IRU info 5) Ensure IAM participation 6) Help organise media roundtable with other WG media leads 7) Facilitate dialogue between media and Mosque
FR	The person responsible for finding creative solutions to fundraising and leading on their implementation	To build a network of local potential donors whether that be businesses or individuals in order to have them donate to MEND, to ensure the budget of the local WG is reviewed and covered through various fundraising initiatives	<ol style="list-style-type: none"> 1) Ensure all WG members have a minimum standing order of £5 pm 2) Identify the costs involved in the potential events for the next 12 months 3) Identify creative fundraising initiatives to meet those costs 4) Create a list of local potential donors with their contact information 5) Organise a local fundraising dinner inviting those list of contacts 6) Meet with those contacts 1 to 1 to maintain relationships and recruit as volunteers 7) Getting local businesses to sponsor local events
IAM	The person responsible for preparing the WG plans for IAM and overseeing its	To ensure WG's are well prepared and deliver high quality campaign activities during IAM in line with MEND national	<ol style="list-style-type: none"> 1) Create local IAM plan 3 months in advance 2) Identify key local partners and stakeholders to encourage them to organise their own IAM

	delivery	strategy	activities 3) To deliver one Muslim, one non muslim and one exhibition 4) To engage local stakeholders in the delivery of local MEND campaign activities
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