

## JOB DESCRIPTION

### Head of Policy

- Salary: £35,000 - £40,000
- Hours: 35 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to MEND CEO
- Location: Working from home (subject to change) with regular travel across the UK.

### 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 looking for an enthusiastic team player with excellent communication, research, and management skills to lead our dynamic Policy Team. In this role, you will be responsible for the day-to-day management of the department as well as overseeing its long-term strategy and development. You will also be responsible for contributing to MEND's organisational strategy and co-ordinating with other MEND departments as well as external stakeholders and partners to fulfil MEND's overall objectives.

MEND's mission is to ensure that Muslim communities have the knowledge, confidence, and information to self-advocate for their own interests. In pursuit of these efforts, MEND's Policy Team provides the intellectual materials required to empower communities. Thus, in line with MEND's overall objectives, the central aim of the Policy Team is to create educational and empowerment resources to allow Muslim communities to advocate for their rights and interests. These materials

range from factsheets and accessible guides to presentations and in-depth educational courses for both public and corporate audiences.

Specifically, you will be involved in a variety of educational projects surrounding issues such as:

- Media output on Islam and Muslims.
- Islamophobia, hate crime, and religiously motivated discrimination.
- Policy development surrounding integration, social cohesion, and religion in society.
- Politically motivated violence and measures to prevent it.
- Encouraging the active engagement of British Muslims in political and media institutions.

Responsibilities include (but are not limited to):

- Directing strategy at a departmental and organisational level.
- Project management of all of MEND's educational programs.
- Day-to-day management of Policy Team members.
- Producing analysis on current affairs and issues of importance to Muslim communities.
- Collaboration and communication with other MEND departments.
- Collaboration and communication with external partners and stakeholders.
- Translating complex information into educational and informative materials that are accessible to a public audience.
- Overseeing the design, content creation, and delivery of educational courses and materials.
- Delivering webinars and events surrounding topics and issues of importance to Muslim communities.
- Representing MEND at speaking and other media engagements.
- Other duties and responsibilities which are not outlined above but which are consistent with the role.

This is a great opportunity for an established researcher with a passion for policy driven social impact and proven management skills to contribute to a fast-expanding organisation dedicated to tackling the structural inequalities that minority communities face.

A successful candidate will be research driven with proven practical problem-solving skills, excellent project management experience, impeccable written and oral communication skills, and a strong understanding of the socio-economic and political challenges facing minority communities in the UK.

It is essential that the successful candidate is capable of managing their own projects and thriving with a high-degree of autonomy and independence whilst providing motivation, support, and direction to a team in remote working conditions.

## **THE CANDIDATE**

Essential skills and knowledge:

- Evidence of project management.
- A minimum of three years' experience in team management

- Expertise and deep understanding of debates and issues surrounding the areas such as 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-terrorism; crime, policing, and minority communities; factors influencing patterns of political engagement and exclusion; religious and cultural rights; and the impacts of COVID-19 on Muslim and BAME communities.
- An understanding of the political and media landscape of the UK.
- Deep analytical skills with demonstrated ability to translate complex information into concrete conclusions.
- Evidence of producing materials such as articles, presentations, guides, textbooks, and workshops.
- Experience of teaching/ training, lesson planning, and workshop delivery.
- A first or upper second-class undergraduate degree in a relevant subject area.
- A master's degree in a relevant subject area.
- Excellent IT skills.
- Evidence of excellent written and oral communication skills.
- Exceptional interpersonal skills.
- Excellent time-management and organizational skills.
- The ability to work with a high-degree of autonomy and independence.
- Developed pastoral skills
- A strong commitment to equality and a deep passion for the values and objectives of MEND.
- The ability to work under pressure and to prioritise the needs of multiple deadlines.
- The ability to work collaboratively as part of a team.
- Demonstrable creative approaches to problem solving.

Desirable skills and knowledge:

- Experience of working with faith/ human rights/ civil rights/ equalities-based organisations in the UK.
- Previous experience in the sphere of policy and advocacy work.

## THE PROCESS

To apply (or for more information), please:

- email [operations@mend.org.uk](mailto:operations@mend.org.uk) with the subject as 'Job Application – Head of Policy'.
- 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 interviews.

Closing date for applications: **This is a rolling advert and will be taken down when a suitable candidate is found.**

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