

### Midlands and Wales Junior Regional Manager

- Salary: £23,000 - £26,000
- Hours: 35 hours per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to the Head of Community Development & Engagement
- Based in a Birmingham Office with frequent travel to areas covered by the region 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, politics and civic society as a means to challenge Islamophobia. We aim to achieve this by:

- Work with in local community and with volunteers to raise awareness and understanding of Islamophobia.
- Work with organisations to ensure Islamophobia is regarded as socially unacceptable as anti-Semitism and other forms of racism and xenophobia.
- Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and the world.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.

### THE ROLE

This is a key role supporting the Community Engagement and Development team's efforts in the Midlands and Wales area. The successful candidate will work to support the Regional Manager to support and develop volunteer working groups across the region and to implement MEND's community objectives. The successful applicant will work alongside the Regional Manager to support working groups, running campaigns, recruiting volunteers, and facilitating educational training programs.

The applicant will require a good understanding of the dynamics within Muslim communities and will be able to develop good working relationships with delivery partners and key stakeholders.

Key elements of the role will encompass:

- Work with the Regional Manager to develop and lead existing Working Groups, and new Working Groups across the Midlands and Wales region.
- Supporting, developing, and training new and existing volunteers.

- Support the Regional Manager in coordinating seasonal campaigns in line with MEND's national strategy.
- Support the delivering of MEND's national campaigns at a local level and maximizing community participation.
- Support in the development of relationships and partnering with leading Muslim institutions and individuals in the region.
- Working with local Muslim community institutions and groups to drive MEND's ethos on media and political participation.
- Support in the managing of MEND's media and political education outreach programs within local communities.
- Support in presenting MEND's key messages on various platforms from small community gatherings to large public events.
- Working closely with the Midlands and Wales Regional Manager and Head of Community Development and Engagement of MEND.

## THE CANDIDATE

Essential skills and knowledge:

- Educated to degree level qualification or equivalent.
- Experience working with volunteers.
- Experience managing and developing volunteers both individually and as part of a group.
- Experience in delivering and facilitating training sessions.
- Experience in event organizing and delivery.
- Knowledge, understanding and connection with the Muslim community in the Midlands and Wales area.
- Experience of working within the Muslim community in the UK.
- Understanding of Muslim culture in the UK.
- General understanding of politics in the UK.
- General understanding of media in the UK.
- Exceptional interpersonal skills.
- Work effectively as part of a team.
- Excellent organisational and time-management skills.
- Ability to self-motivate with minimal support.
- Good IT skills.
- Be able to travel across the Midlands and Wales region regularly (and to other locations nationally)
- A full and clean driving license.
- Share a deep passion for the objectives of MEND.

The selected candidate will be provided with a training programme that they must complete successfully.

## THE PROCESS

To Apply for this role please complete the Application form and attach a copy of your CV and a Cover Letter explaining why you feel that you are the best candidate for this role.

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