



Our Mosques Our Future Event Coordinator

1. The Role

The Muslim Council of Britain (MCB) is recruiting a paid member of staff based in Manchester to support the planning and delivery of the next 'Our Mosques Our Future' conference for an initial 6-month contract between June and November 2018.

Reporting directly to the Mosque Affairs Coordinator, this is an excellent opportunity for an individual who has experience in organising and marketing events in the third sector.

'Our Mosques Our Future' is a national conference organised by the Muslim Council of Britain with the purpose of equipping mosque leaders with the tools and tips to deal with the challenges and opportunities they face. For more information on the last Our Mosques Our Future conference, visit: www.ourmosquesourfuture.org.uk.

2. Duties & Responsibilities

- Planning, coordination and delivery of the Our Mosques Our Future event
- Develop a marketing strategy to increase ticket sales including social media marketing, promotional videos, telephone calls and face-to-face meetings.
- Developing a sponsorship strategy
- Sending invitations to and liaising with speakers and workshop facilitators
- Arranging project team meetings
- Managing the event budget and planning timeline

3. The Person

- Highly driven and self-motivated
- Experience of project management, stakeholder engagement and marketing.
- Experience of people management
- Social Media savvy
- Understanding of key issues surrounding the various Muslim communities across the UK from a variety of traditions and ethnic backgrounds

4. Commitment

The role will be part-time 3 days per week based in Manchester. Working hours are 10.30am – 6.30pm.

At times you will also be required to attend meetings with volunteer teams that take place outside of working hours. Some travel to London may also be required (expenses to be covered).

MCB is committed to flexibility and alternative working arrangements can be discussed.

Salary will be dependent on experience.

5. Who are the MCB?

The Muslim Council of Britain (MCB) is the UK's largest representative Muslim umbrella body with over 500 affiliated mosques, charitable and educational institutes.

For further information, and to apply, please email mosques@mcb.org.uk

DEADLINE TO APPLY: 5pm on Monday 30 April