



# #VisitMyMosque 2019 Coordinator

## 1. The Role

The Muslim Council of Britain (MCB) is looking to recruit a full-time Project Co-ordinator to support the annual 'Visit My Mosque' initiative from July 2018 to April 2019 (10 month contract)

Reporting directly to the MCB Mosque Affairs Coordinator, this is an excellent opportunity for an individual who has experience in managing relationships, coordinating national events, and previous experience in the charity sector.

#VisitMyMosque Day is a national initiative facilitated by the MCB encouraging mosques across the UK to hold mosque open days. Further information can be found at [www.visitmymosque.org](http://www.visitmymosque.org).

## 2. Duties & Responsibilities

Overall you will be leading on the Visit My Mosque 2019 initiative with all tasks relating to project planning and execution, including but not limited to:

- Expanding the database of mosques
- Overseeing the registration process of participating mosques, including following up with phone calls and emails.
- Overseeing the Visit My Mosque website and social media presence
- Working in collaboration with the MCB media team to devise a media strategy
- Support in the planning and execution of media communications and press releases
- Support in the development of all marketing materials
- Managing interns
- Reporting to MCB Office Bearers, NZF and other funding bodies

## 3. The Person

- Interest in mosques and helping British Muslim communities grow stronger
- Good written and verbal communication skills
- Highly driven and self-motivated
- Commitment to the 'Visit My Mosque' initiative
- Previous people management skills desirable

## 4. Commitment

The role will be 5 days per week based in London. Working hours are 10.30am – 6.30pm. At times you will also be required to attend monthly meetings with volunteer teams that take place outside of working hours.

Some travel outside London will 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 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.

National Zakat Foundation (NZF)'s mission is to distribute Zakat transformatively within the UK.

Further info and to apply, please email [mosques@mcb.org.uk](mailto:mosques@mcb.org.uk)

**DEADLINE TO APPLY: 5pm on Monday 30 April**

