

Director of Operations

| | |
|-------------------------|--|
| Commitment | Full-time 37.5 hours/week. Starting from April 2019. (12 month contract with potential to extend) |
| Salary | £40-50k, based on experience |
| Location | Whitechapel, London |
| Responsible to: | MCB Office Bearers |
| Responsible for: | Approx. 10 staff members |

1. Background

Muslim Council of Britain (MCB) is the UK's largest representative Muslim umbrella body with over 500 affiliated mosques, educational and charitable associations. As part of an expanding portfolio of work, the MCB is delivering a number of projects in the membership engagement, mosques, media, public relations and other related sectors.

2. Role Purpose

To take responsibility for the delivery of the MCB's operational plan, including all aspects of administration and financial management, and working closely with MCB Office Bearers to develop the organisation's long-term strategy, budget and future operational plans.

3. Duties & Responsibilities

1. Delivering the organisation's operational plan within time and budget, and help identify and secure further funds to develop and deliver new projects
2. Helping to ensure sustainable income from affiliation fees, donors and funding partners
3. Ensuring that staff are focused on achieving their objectives by acting as line manager
4. Providing in-house training to staff based on their development needs as required
5. Ensuring all management and HR policies are in place and up-to-date
6. Ensuring the organisation fulfils its legal, statutory and regulatory responsibilities
7. Maintaining awareness of risks and changes in external environment that affect the organisation
8. Establishing and monitor key indicators of impact and progress against the operational plan
9. Building an effective working relationship with MCB Office Bearers
10. Supplying regular reports to the Office Bearers and attending Executive Committee and Project meetings to keep abreast of progress
11. Maintaining good relations with the organisation's affiliates, developing new and existing external relationship and bringing in/develop talented individuals to support the organisation
12. Recruiting, managing and inspiring volunteers to support MCB's work
13. Identifying new opportunities to raise awareness and funds for MCB's work
14. Supporting the development of the organisation's strategy, budget and future operational plans.

4. The Person

1. Proven experience in senior management or organisational leadership roles
2. Experience of working in the third sector, ideally with non-executive trustee boards
3. Experience of line management of staff and leadership of teams or organisational departments
4. Positive 'can do' attitude to getting things done
5. Ability to think proactively, prioritize work and maintain relationships with a range of stakeholders
6. Flexibility to attend out-of-hours meetings with volunteer-based teams on evenings and weekends to meet organisational needs.
7. Understanding of key issues surrounding the various Muslim communities across the UK from a variety of traditions and ethnic backgrounds
8. **Desirable:** Speak at least one other community language (e.g. Urdu, Bengali, Arabic, Somali etc.)

MCB is a flexible employer and is open to considering applicants from a range of backgrounds.

Applicants should submit their covering letter and CV, including contact details for three referees, by email to admin@mcb.org.uk by **10pm on 6 January 2019**

Interviews will take place in London on **22 January 2019**.