

National Listening Exercise Work Placement

1. The Role

The Muslim Council of Britain (MCB) is looking for someone to support the 'National Listening Exercise' (NLE) for twelve weeks, between **November - February**. The NLE is being run across the UK, aiming to give Muslims a chance to share concerns and opinions around the topic of terrorism and counter-terrorism. This project is funded by the Joseph Rowntree Charitable Trust. Reporting directly to the **Community Engagement Manager**, this work placement is an excellent opportunity for an individual who is interested in gaining experience, skills and contacts within the charity, mosque and civil society sector.



2. Duties & Responsibilities

You will be supporting the Community Engagement Manager through a variety of tasks relating to planning and preparation of listening events, focus groups and conferences. This includes, but is not limited to:

- Assisting with building a database of contacts (mosques, Muslim civil society organisations, academics, professionals etc) and contacting to encourage registration of listening events and focus groups
- Assisting in marketing of the NLE survey
- Updating information about the NLE on MCB web pages and social media

3. The Person

- Interest in ensuring that Muslim voices are adequately represented in society
- Some experience around running, supporting or volunteering at events
- Good administrative, written and verbal communication skills
- Highly driven and motivated
- Committed to the aims of the NLE (www.mcb.org.uk/national-listening-exercise)

4. Commitment

The internship will be two days a week based in Whitechapel, London. Working hours are 10.30am – 6.30pm. Payment will be £15/day to cover travel expenses and lunch. Occasionally, you may be asked to attend meetings/events that are held outside working days and hours, i.e. on weekends or weekday evenings. These will always be considered beforehand.

5. MCB

The Muslim Council of Britain is the largest umbrella body of Muslim organisations - with over 1000 mosques from diverse schools of thought and ethnic backgrounds, across the UK as either affiliates or members of affiliates. As a representative body, our role is to act as a voice for our affiliates and Muslim organisations more generally.

Please send a CV and cover letter to s.afzal@mcb.org.uk by 5pm, Fri Nov 16th 2018