

Community Engagement Officer

Title	Community Engagement Officer
Responsible to	Community Engagement Manager
Commitment	Full-time 37.5 hours/week (Part-Time would also be considered) Starting September 2019
Salary	Up to £25k (depending on experience)
Location	Whitechapel, London for at least 50% of working days.

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks. Our mission is empowering Muslim communities to achieving a just, cohesive and successful British society.

Role Purpose

To assist in the MCB's community engagement work on political empowerment and campaigning.

Key Tasks and Responsibilities

1. Supporting the organisation and logistical aspects of consultation events, including roundtables, public events and workshops
2. Supporting on media engagement and advocacy
3. Supporting engagement, marketing and advocacy activities to disseminate project reports to community stakeholders
4. Developing marketing materials for events and workshops
5. Supporting with workshop content creation and delivery
6. Taking minutes at project team meetings
7. Dealing with ad hoc queries and correspondence
8. Regularly communicating progress to senior management.
9. Carrying out other tasks as may be reasonably requested by your line manager

Person Specification:

- Experience of administrative tasks, including phone and email etiquette
- Confident in engaging new people and delivering key information
- Keen eye for detail and good organisational skills
- Enthusiastic, self-motivated and results-driven
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds
- Flexibility to attend meetings or events out-of-hours at times (time in lieu available)
- Flexibility to travel to attend meetings or events around the UK
- Media literate with experience in engaging with journalists (desirable)
- Video and graphics editing skills (desirable)

The MCB is a flexible employer and alternative working arrangements can be discussed.

Information for applicants:

Please submit your CV and covering letter, outlining how you meet the requirements set out in this job description, to admin@mcb.org.uk.

Closing date for applications is 9.30am, Monday 8 July 2019, however applications will be assessed on a rolling basis and early applications are encouraged.