

Mosque Support Officer

Title	Mosque Support Officer
Responsible to	Mosque Affairs Co-ordinator
Commitment	Full-time 37.5 hours/week (Part-Time would also be considered) 6 months contract (initially). Immediate start
Salary	Up to £25k pro rata (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 further the development of an online mosque resource portal.

Key Tasks and Responsibilities

1. Conduct online research and liaise with all relevant third parties
2. Identify best practice in the relevant areas
3. Identify case studies in the relevant areas and where required, write case studies
4. Collate all relevant information and summarise into a digestible format
5. Write functional specifications for web developers
6. Liaise with web developers to develop portal to ensure the information is easily accessible
7. Test and pilot portal with small number of stakeholders and collect feedback
8. Develop a publicity and launch strategy to a wider number of stakeholders
9. Taking minutes at project team meetings
10. Dealing with ad hoc queries and correspondence about the project
11. Regularly communicating progress to senior management.
12. Carrying out other tasks as may be reasonably requested by your line manager

Person Specification:

- Experience of administrative tasks and online research
- Ability to engage with broader stakeholders, ideally in the third sector
- Keen eye for detail
- Enthusiastic, self-motivated and results-driven
- Strong IT skills, including website CMS systems
- 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)
- Experience of running mini-projects, in particular website design (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 20 May 2019, however applications will be assessed on a rolling basis and early applications are encouraged.