

Research Assistant – Reporting of Islam and Muslims in the Media

Title	Research Assistant – Reporting of Islam and Muslims in the Media
Responsible to	Operations Manager
Commitment	Full-time 37.5 hours/week (Part-time would also be considered) 12 months contract Immediate start
Salary	£25-30k (depending on experience and technical skill set)
Location	Whitechapel, London for at least 3 days/week

Background

The Muslim Council of Britain (MCB) is the UK's largest Muslim umbrella body with over 500 affiliated national, regional and local organisations. Academic studies have shown that the media reporting of Islam and Muslims leads to an “atmosphere of hostility” against Muslims (corroborated by a number of polls). In the past year, a media monitoring team has been put together as part of the MCB's Centre for Media Monitoring.

Role Purpose

To support in a research project related to media portrayal of Islam and Muslims.

Key Tasks and Responsibilities

1. Perform research in key issues related to the language used within the media about Islam and Muslims
2. Liaise and communicate regularly with senior academics, journalists and experts in key areas relating to the reporting of Islam and Muslims
3. Engage with the Centre for Media Monitoring team to further research efforts as required
4. Organise roundtables of key stakeholders to drive towards consensus on issues of controversy and difference of opinion, with strong preparation beforehand to most effectively leverage the expertise brought together
5. Editing and writing reports where required as part of the project
6. Document findings and outputs in an easily accessible format, including engaging with designers and web designers to produce high quality output
7. Keep financial records of the project
8. Dealing with ad hoc queries and correspondence about the project
9. Regularly communicating project progress to internal and external stakeholders
10. Carrying out other tasks as may be reasonably requested by your line manager

Person Specification:

- Highly driven and self-motivated
- Insight into all key forms of UK media (TV, radio, print, online), in particular their coverage of Islam and Muslims and the language used to discuss Islam and Muslims
- Ability to write reports on complex issues
- Understanding of how to drive towards consensus
- Experience of stakeholder engagement, ideally in the academic world
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds
- Critical discourse analysis (Desirable)
- Experience in working with website designer (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 3 June 2019, however applications will be assessed on a rolling basis and early applications are encouraged.