

Project Co-ordinator

Title	Project Co-ordinator
Responsible to	Director of Operations
Commitment	Full-time 37.5 hours/week Starting September 2019
Salary	Depending on experience
Location	Whitechapel, London for at least 3 days/week

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

Working with team members to deliver MCB projects to meet or exceed time, cost and quality objectives.

Key Tasks and Responsibilities

1. Devising project plans for MCB projects and making necessary adjustments when issues and changes arise
2. Identifying areas to reduce project expenses and increase the project benefits and outcomes
3. Keeping project volunteers and stakeholders motivated and engaged
4. Supporting the development of project-related marketing materials and media communications, including publicity, photos, videos, press releases etc.
5. Developing relationships with key new and existing project stakeholders, arranging meetings and identifying partnership opportunities
6. Identifying, drafting and submitting funding applications for new and existing projects
7. Producing project summary and evaluation reports for MCB projects
8. Taking minutes at project team meetings
9. Developing strategies for actively advocating and ensuring strong engagement and participation in MCB projects amongst British Muslim communities
10. Maintaining good financial records and dealing with ad hoc queries about MCB projects
11. Regularly communicating progress to senior management and key stakeholders
12. Carrying out other tasks as may be reasonably requested by your line manager

Person Specification:

- Highly driven, self-motivated, able to prioritise and calmness under pressure
- Track record of performing administrative or project organising roles
- Strong IT skills, including social media
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds
- Good team player and understanding of project team dynamics, ideally in third sector
- Flexibility to travel around the UK to attend meetings and events infrequently.
- Flexibility to attend out-of-hours meetings with volunteers infrequently where required
- Desirable: Experience of budgeting and writing proposal/funding application
- Desirable: Experience of running advocacy campaigns
- Desirable: Experience with media or advocacy work