

# Advocacy and Policy Coordinator



- 1. Role Title:** Advocacy and Policy Coordinator  
**Reports To:** Operations Manager (Line), Assistant SG (Strategic)  
**Location:** London / Flexible (Work from Home)  
**Dates:** Immediate start (1 year)  
**Salary:** £24-27k (dependent on experience)

## 2. Background

The Muslim Council of Britain (MCB) is the UK's largest Muslim umbrella body with over 500 affiliated national, regional and local organisations.

In the current political context, many Muslim communities continue to feel overlooked, alienated and/or targeted by the mainstream. As part of its mission to represent and voice the concerns of its affiliates and the communities they represent the MCB seeks to engage on key issues of concern raised by the grassroots in their ongoing engagement exercises. These issues include Counter Terrorism Legislation and its impact on the Muslim community, Islamophobia and rising hate crimes, and misrepresentation of minority communities in the media. We also seek to represent the views of our membership on cross community issues of import such as climate change, healthcare reform, social welfare and policing. We advocate for change based on our engagement with our affiliates.

## 3. Role Purpose

To work alongside the Public Affairs department to develop solid policy positions: proactively on issues the MCB is looking to support and campaign on, and reactively in response to UK Government announcements. The postholder will contribute to the delivery of high-quality policy advocacy in Muslim communities, civil society and with parliamentarians. Furthermore, this role will seek to ensure communities remain engaged and their voices are elevated to policy makers, and to build their capacity to engage directly wherever possible. As part of this, to run advocacy campaigns on key issues throughout the year, as appropriate, in line with management priorities and in coordination with the Public Affairs department.

## 4. The Role - Duties & Responsibilities

- Draft and support the development of advocacy strategies and their implementation, coordination, communication and embedding.
- Build the MCB's credibility, influence and relationships in Muslim communities and civil society with regards to specific policy positions.
- Draft briefing papers, submissions to government consultations, and other materials for advocacy.
- Manage relationships with influential people in different locations across the UK
- Arrange focus groups, roundtables, and conferences as part of advocacy campaigns on issues of concern
- Liaising internally and externally on policy related issues, including but not limited to attending events/meetings and drafting responses to policy change
- Document findings in detail from conferences, focus groups and other expert groups
- Manage team and volunteers at each location as required
- Overseeing the creation of workshops designed to train affiliates, organisations and Muslim groups in the areas identified by MCB
- Write/ coordinate creation of reports documenting and providing evidence-base for key policy areas as required.
- Co-ordinating media responses to reports and statements as required
- Meeting with affiliates and external organisations regularly for feedback
- Keep financial records in line with the budget

- Report quarterly to the MCB National Council

#### 5. The Person

- Experience of community engagement
- Experience of policy work and political understanding (previous engagement on key issues would be an asset)
- Social research skills required
- Experience of event management and running campaigns ideally in the third sector
- Ability to bring together large amounts of information and analysis of given information
- Highly driven and self-motivated
- Able to travel across the UK and stay overnight when required
- Desirable: Knowledge of counter-terrorism legislation and counter-extremism proposals by the government
- Desirable: Knowledge of the various Muslim communities across the UK from the variety of faith traditions and ethnic backgrounds

#### To apply:

Please submit your **CV and covering letter**, outlining how you meet the requirements set out in this job description and person specification, to: [careers@mcb.org.uk](mailto:careers@mcb.org.uk).

Closing date for applications is **5pm, Friday 13 March 2020**. Candidates will be considered on a rolling basis.

Only shortlisted candidates will be contacted, and initially telephone interviews will be held on a date to be confirmed.