

EXECUTIVE ASSISTANT TO THE OFFICE OF THE SECRETARY GENERAL

Title	Executive Assistant
Responsible to	Secretary General
Commitment	Full time, 37.5 hours per work
Salary	£27k depending upon experience
Location	Whitechapel, London/ Remote

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.

1.0 Role Purpose

- Office of the MCB Secretary General (SG)
- MCB Organisational Support
- External Relations Support

2.0 Key Tasks and Responsibilities

2.1 OFFICE of the SG

- Calendar & Diary Management – Daily check in for 9am call with SG
- Meeting Preparation – Vetting & Briefing Notes
- Planning & Co-ordination – Effective planning across all department's requests for SG
- Ensure compliance with SOP of the Office of SG
- Attend Meetings with SG – take minutes
- Managing responses & support drafting of official correspondence
- Managing and updating the CRM software system

2.2 MCB ORGANISATIONAL SUPPORT

- Supporting administrative tasks in the MCB office (i.e., mail outs, organising supplies and materials).
- Being available to go into the office when requested and help with tasks.
- Administrative support for the MCB National Council and Executive Committee
- Create regular reports and update internal databases (SharePoint) including status reports on tasks, projects and other work-in-progress as required
- Facilitate internal communication (e.g., inform all departments of Executive decisions)
- Planning & co-ordination – events scheduling, meetings, webinars, committee reports

2.3 EXTERNAL RELATIONS SUPPORT

- Preparation for meetings and events, including correspondences, reports and presentations
 - a. Taking minutes meetings/conferences as required
 - b. Plan practical preparations for appointments and events
 - c. Meetings' support – action items followed up and closed off
- Maintenance of Admin Query Tracker
- Triage all incoming queries and info requests and escalate to SG where necessary
- Awareness of MCB Website resources to sign-posting

3.0 Essential Key Skills Required

- **Proven work experience** in administration, office management, or an executive assistant role
- Excellent organizational skills with an ability to multi-task, think proactively and prioritize work
- Experience exercising discretion and confidentiality with sensitive information
- Attention to detail
- Excellent Communication skills (written and oral)
- Punctuality and reliability
- Excellent inter-personal skills
- Proactive/Positive “can-do” attitude
- Sustaining a level of professionalism among staff
- Awareness of Global and Cultural issues
- Previous experience of using a Customer Relationship Management (CRM) software system
- Technologically proficient - MS Office Suite (including Excel and PowerPoint)

To apply:

Please download the job description and person specification from the MCB website. If you feel you meet the job requirements, skills experience and knowledge then please **submit your current CV to careers@mcb.org.uk, and you will be emailed an MCB Application Form to complete for the next stage of the recruitment process.**

Closing date: 5pm, Wednesday 19th January 2022

Interview date: to be confirmed

Availability to start: Immediate

Please note that we will consider applications from candidates with permission to work in the UK and only shortlisted candidates for interview will be contacted.