

VACANCIES

Job Share (two post holders) – PROJECT MANAGER (full time position also considered)

Islamic Society of Britain (ISB)

ISB Mission Statement:

Community: Actively participate, build bridges, develop partnerships & contribute to society, by standing firmly for the values of justice and social concern.

Youth: Nurturing & developing leadership, positive purpose, balance, and moral integrity

Education: Creating spaces in which all generations of British Muslims can learn and explore faith together

Reporting to: Chair

Purpose of the Posts:

The two post holders will be responsible for driving the projects of the organisation and developing the organisations portfolio of activities as per its strategic outlook; providing assistance and support to the Chair and the executive team; undertaking some fundraising initiatives; strengthening relations with branches/circles and improving links with other relevant stakeholders.

Send us your CV and a covering letter, to: info@isb.org.uk, by **close of play Friday 8th July**

Starting Salary	£27-32,000 per annum pro rata (based on experience and location).
Hours	20 hours per week for each post There will be a probationary period for three months.
Annual leave	20 days per annum pro rata (plus public holidays and Eid).
Reporting to	Executive Director
Location	Flexible
Conditions	<p>The post holder may be required to work on some evenings and weekends and may be required to work away from home to attend and organise events. Time off in lieu is provided for this.</p> <p>Any changes to the job description would be made following discussion with post holders.</p>
About us	<p>The Islamic Society of Britain is a not for profit community based organisation. Established in 1990, we were one of the first organisations that sought to evolve a uniquely British Muslim identity.</p> <p>In order for this to happen we felt that Muslims would have to think seriously about understanding their faith in a British context.</p> <p>Our aims are:</p> <ul style="list-style-type: none"> • To promote greater understanding and awareness of Islam • To organise, educate and enhance the development of British Muslim communities • To encourage positive contribution to British society and the promotion of social justice

Primary duties and responsibilities

1. Work as part of the Executive team to realise the charitable aims and organisational strategic plan. Help develop project institutionalisation to ensure longevity
2. Support the creation of a detailed delivery plan for existing projects, identifying the activities and resources required for successful delivery. Develop KPIs for the projects and report accordingly.
3. Work with and manage volunteers, as the team develops, to support delivery.
4. Visit branches as and when necessary for project delivery.
5. Develop new contacts and networks around projects.
6. Seek funding opportunities and communicate with potential funders (NB, you will not be responsible for generating your salary).
7. Identify and develop ideas for project growth including new and unique ways to improve operations of the organisation and to create new opportunities. To help with partnership building with external organisations.
8. Prepare basic financial reports relating to projects, monitor risks and keep the Director informed.
9. To attend meetings with the wider public as a representative of the ISB as and where required. Also to help oversee, develop the external representation of ISB through social media and website and other platforms.
10. Attend executive (regularly) and Trustees (occasionally as required) meetings.
11. To undertake any other duties which may reasonably be requested.

Person specification

E – Essential
D – Desirable

Criteria	E or D
Knowledge	
Advanced knowledge of Word, Excel, PowerPoint, electronic diary / contact management and collaborative working through online platforms such as Google Docs / Dropbox.	E
Knowledge and experience of communication via social media.	D
Knowledge of issues pertaining to British Muslims.	E
Understand and have good knowledge of the British Muslim activist scene	D
Skills	
Shows initiative and takes personal responsibility for completing tasks independently.	E
Adopts a positive and friendly attitude – willing to assist others when busy.	E
Able to juggle multiple projects and prioritise effectively.	E
Able to write clearly, with good grammar and punctuation.	E
Able to work under pressure on occasions to achieve administrative deadlines.	E
Able to pay attention to detail.	E

Able to communicate clearly over the telephone, in writing and in person with a wide range of stakeholders, to deal confidently and courteously with members of the public, colleagues and others.	E
Experience	
Previous experience of project management.	D
Experience of office procedures and implementing systems.	D
Experience of planning and coordinating projects.	E
Experience of working as part of a team.	E
Experience of event management.	D
Fundraising experience.	D
Qualities	
Understanding of confidentiality.	E
Adaptable and flexible.	E
Enthusiastic about work and willing to participate.	E
Interest in contemporary debates around Islam / Muslims in Britain.	D
Understands key values, including: respecting diversity and individual perspectives, encouraging dialogue and discussion, engendering growth of friendly spaces.	E

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