



Islamic Relief UK

Junior Mosque Engagement Officer

BASE LOCATION:	Various – London Region (Whitechapel) North Region (Manchester or Bradford) Scotland Region (Glasgow) Midlands Region (Birmingham or Leicester)
REPORTING TO:	Regional Fundraising Manager
LINE MANAGEMENT RESPONSIBILITIES:	None
ISLAMIC RELIEF:	<p><i>Islamic Relief is an international non-governmental organisation (INGO) founded in the UK in 1984 by a group of medical doctors and activists. Established in response to the widespread famine in Africa, Islamic Relief has grown to become one of the world's largest Muslim INGO with a presence in over 40 countries worldwide.</i></p> <p><i>Since 1984, Islamic Relief has saved and transformed the lives of over 120 million people. By responding to disasters, rebuilding lives and preparing people in case disaster strikes – we save lives before they are lost. In addition to providing disaster and emergency response, we also promote sustainable economic and social development by working with local communities – regardless of race, religion or gender.</i></p> <p><i>Islamic Relief is a member of the Disasters Emergency Committee (DEC) and an implementing partner for FCDO, ECHO, the World Food Programme (WFP) and UNHCR.</i></p>
PURPOSE OF DIVISION (IR UK):	<p><i>Islamic Relief UK (IRUK) is a Strategic Business Unit (SBU) that is part of Islamic Relief Worldwide. IRUK's focus is strengthening effective funding, mobilising for change through advocacy and awareness-raising, and strengthening programme development and delivery. IRUK works with various partners and institutions, from governments, nongovernmental organisations and local authorities to grassroots communities.</i></p>
PURPOSE OF DEPARTMENT (FUNDRAISING):	<p><i>To develop and implement strategies to increase the funding income of Islamic Relief through a range of fundraising initiatives and through acquisition and retention of supporters.</i></p>
JOB PURPOSE:	<p><i>The Junior Mosque Engagement Officer supports their regional team in developing and managing relationships with a network of mosques and community organisations/partners, as well as Mosque committees</i></p> <p>In this JD&PS, the term Mosque is used to refer to a variety of places of congregational and communal prayer. I.e.</p>

Masjids, Islamic Centres, Madrassas and some Muslim Community Centres.

Structure of Islamic Relief Worldwide



KEY WORKING RELATIONSHIPS

Internal – Work with the wider regional community, volunteers and supporter relations unit.

External – Local community, mosques, mosque committees, mosque associations.

SCOPE AND AUTHORITY

Scope of the Role:

1. Actively engage and develop a growing portfolio of mosques and groups interested in establishing partnerships with Islamic Relief and/or supporting in some capacity.
2. Working across relevant IR teams to support the management of existing community fundraising prospects to ensure Islamic Relief is developing a strong base of holistic support from the new and existing mosques and groups.
3. Recruit and work with individuals within the mosques community who actively fundraise in aid of Islamic Relief or represent Islamic Relief in their communities.



Responsibility for Resources:

- Merchandise

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

<p>1. Key Accountability 1: Planning</p> <ul style="list-style-type: none">• Support the regional fundraising manager to develop plans for Mosque Engagement in the region, in line with the organisational and departmental strategy• Plan region-wide activities to engage mosques and mosque associations with an approach to improve relations with existing partnered mosques, as well as establishing new partnerships.• Support the development of campaign specific plans for example Ramadan• Identify and research new mosques/community markets in regions specified- strengths, weaknesses, opportunities and threats.
<ul style="list-style-type: none">• Key Accountability 2: Fundraising• Raise funds and awareness within the local community through contact with mosques, community groups and the general public.• Investigate and implement new ways of maximising fundraising through the community.• Promote Islamic Relief (TIC) clothes trading operation by identifying new locations and approaching appropriate locations such as mosques to provide shared value propositions.• Organise and coordinate collections for the regional team, this includes emergency appeals, busy campaigns and non-campaign periods.• Assist in the co-ordination of community fundraising events across the team.
<p>2. Key Accountability 3: Networking</p> <ul style="list-style-type: none">• To help grow the regional mosque database and contacts/leads at mosques within the community.• To proactively seek networking occasions and represent Islamic Relief to raise the profile of Islamic Relief, establish partnering or fundraising opportunities, and develop relationships with key individuals within the local community.
<p>3. Key Accountability 4: Administration</p> <ul style="list-style-type: none">• Maintain a well organised and accessible filing system for all mosque related activities, including relationship updates, fundraising documentation, and general information.• Assist in the book-keeping and administration of the regional fundraising team.• Fulfil any admin duties relating to this role.

4. Key Accountability 5: Reporting

- Prepare and collate data from mosques and relevant communities within the region.
- Prepare quarterly, mosques and annual reports of activity.
- Prepare any other reports as required the Mosque for their fundraising and support efforts.
- Monitor and evaluate own performance against targets.

5. Key Accountability 6: Communication

- Establish and maintain contacts with mosques, local community leaders and external organisations.
- Effectively deal with enquiries from the region and signpost to other parts of the organisation where necessary
- Maintain a good working relationship with TIC international
- Any other tasks deemed appropriate by management in approving the efficiency and performance of Islamic Relief

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to IRW's vision and mission.

ESSENTIAL:

- Previous experience of community engagement role (particularly with mosques).
- Experience and confidence with public speaking and announcements
- Experience of engaging and working with different levels management within mosques/Islamic Centres/Islamic Organisations (e.g. mosque chair, Imams, and board members).
- Excellent oral and written communication and interpersonal skills.
- Willingness to travel and work outside normal office hours.
- Ability to represent Islamic Relief in a wide range of situations.
- Strong motivation and empathy towards the aims and objectives of the organisation.

- Experience of organising events and supervisory skills.
- Excellent work attendance and punctuality record.
- Strong presentation, negotiating and networking skills.
- Ability to work under pressure, be self-motivating and deliver to target.
- IT literate with ability to use MS packages, particularly Word and PowerPoint.
- Strong organisational skills i.e. ability to prioritise and plan work, set and achieve deadlines, establish and maintain monitoring systems etc.
- Have a flexible approach to work.



DESIRABLE:

- Competent in at least one other community language (Urdu, Bengali, Arabic)
- Valid UK Driving License