



SUPPORT | CONNECT | REPRESENT

Item	Description*
Job Title:	Policy and Advocacy Lead
Location:	London/Waterloo (SE1)
Level/Salary Range:	£35,000 – £37,500 per annum (Dependent on experience)
Position Type:	Full time 35 hours per week, in-person.
Contract Type:	24-month fixed term contract.
Reporting to:	CEO
Start Date:	Immediately/ASAP
Application deadline:	8 th November 2024, 6.00pm
Interviews:	Interviews will be arranged on a rolling basis.

Background:

Muslim Charities Forum (MCF) is the UK network for British Muslim-led Voluntary and Community Sector Organisations. MCF seeks to support, connect, and represent these organisations so that they can all experience the blessings of the collective.

Through our network we support almost 300 charities and community organisations. We aim to collectively build a more accountable, transparent, and efficient British Muslim-led Voluntary and Community Sector, to improve our ability—both as individual organisations and as a sector—to contribute to a more just and sustainable world.

With the support of our member organisations and the strategic investors of MCF, we work with a wider network of partners that includes non-member NGOs, regulatory bodies, civil society partners, academics and over key stakeholders in the sector.

Job Purpose:

This post is kindly supported by City Bridge Foundation.

MCF has a small team, but our impact is far reaching. Following a period of expansion, MCF is seeking an innovative, motivated and passionate individual to lead on its advocacy capacity building work, sector-wide advocacy work, and delivery of its strategic policy work.

The primary purpose of the role is to build capacity in Muslim-led Voluntary and Community Sector Organisations with differing scales of operating and programmatic focus areas. There will be a particular focus on those Muslim-led organisations based in London. You can expect to be leading on some of the areas as a priority in this role:

- Engaging in outreach with Muslim-led Voluntary and Community Sector Organisations.
- Producing relevant policy and advocacy capacity building materials suitable for those involved in Muslim-led Voluntary and Community Sector Organisations.
- Delivering capacity building engagements with those involved in Muslim-led Voluntary and Community Sector Organisations.
- Hosting roundtables and other group engagements to learn more about the policy and advocacy priorities of Muslim-led Voluntary and Community Sector Organisations.
- Strategically Managing a programmatic budget to outsource elements of MCF's policy and advocacy capacity building initiatives.
- Building relationships with a range of stakeholders from across the Voluntary and Community Sector, Private Sector, and Public Sector to support capacity building initiatives with Muslim-led Voluntary and Community Sector Organisations.

This is an exciting role overseeing MCF's Policy and Advocacy Unit. In addition to the above, you can also expect to be involved in:

- Monitoring the media for commentary relevant to the British Muslim-led Voluntary and Community Sector and preparing responses on behalf of MCF.
- Engaging with parliamentarians and other key public sector stakeholders by representing MCF at a range of engagements.
- Leading MCF's Policy and Advocacy Unit's strategy and delivering associated outputs.

If you are a change maker who wishes to help us empower the sector, please send your CV and a covering letter outlining your suitability for the role to:

info@muslimcharitiesforum.org.uk

Please see the Person Specification below.

PERSON SPECIFICATION:

You will be passionate about driving positive cultural change in the Muslim-led Voluntary and Community Sector by encouraging more productive engagement with public sector stakeholders. You will be agreeing to, and working in alignment with MCF's ethical principles, mission areas, and strategic priorities. You will feel energised by the prospect of becoming an expert within a small team, collaborating with a range of other skilled and talented colleagues within the sector. You will feel comfortable with upholding a high degree of confidentiality, as the role is privy to sensitive discussions and being in environments where you have access to confidential information. You will feel confident in fulfilling the key responsibilities listed in the sections below.

Advocacy Capacity Building:

- Directly communicating and interacting with Muslim-led Voluntary and Community Sector Organisations.
- Effectively managing relationships with Muslim-led Voluntary and Community Sector Organisations.
- Proactively responding to requests for guidance and/or support on policy and advocacy related matters.
- Drafting briefings, primers, training materials and other capacity building materials to enhance understanding of policy and advocacy amongst key stakeholders.
- Scheduling and hosting roundtables and other events.
- Build and manage methods of two-way learning between British Muslim-led Voluntary and Community Sector Organisations and key public sector stakeholders.
- Building relationships with associates and other contractors focusing on matters relevant to advocacy, campaigning, political activity, political processes, research, or any other matters.
- Managing an advocacy capacity building programme.
- Managing a budget and seeing to the delivery of its associated projects.
- Representing MCF at public engagements hosted by Parliamentarians, Combined Authorities, Local Authorities, and other public sector organisations interacting directly with Voluntary and Community Sector Organisations.
- Building relationships with key stakeholders at different levels of public sector organisations.

Broader advocacy, political engagement and external influencing:

- Support the CEO and the rest of the MCF team by developing policy reform suggestions supported by appropriate forms of evidence.
- Support activities to maintain MCF as a thought-leader and trusted source of guidance for policy and advocacy matters relevant to the British Muslim-led Voluntary and Community Sector.

- Identify opportunities to further develop MCF's policy and advocacy strategy to fulfil MCF's mission areas and strategic priorities as an infrastructure organisation.
- Coordinate activities to deliver outputs aligned with MCF's policy and advocacy strategy.
- Monitor developments from the public and other sectors relevant to British Muslim-led Voluntary and Community Sector Organisations reported in the media, and draft appropriate responses.
- Provide guidance to MCF members and other organisations on navigating policy issues.
- Host and participate in MCF member roundtables, working groups and other events to learn more about their policy priorities and provide guidance where relevant.
- Coordinate research projects to develop bodies of evidence on matters relating to the Muslim-led Voluntary and Community Sector.
- Support the delivery of MCF's advocacy campaigns and associated campaign activities.
- Commission external research and analysis to gather evidence to support MCF's campaigns.
- Represent MCF in media engagement opportunities or requests for information from media stakeholders.
- Represent MCF at a range of events and other external engagements.

All applicants who feel that they possess the necessary skills and experience to be able to fulfil the responsibilities outlined above should review the criteria for selection below.

CRITERIA FOR SELECTION:

Essential:

- Knowledge of the British Muslim-led Voluntary and Community Sector, including some demonstrable experience of direct engagement with a range of key stakeholders in British Muslim communities.
- Interest in developing the British Muslim-led Voluntary and Community Sector, and advancing British Muslim communities.
- Educated to degree level or equivalent.
- Ability to undertake the duties outlined in the job purpose and person specification within the bounds of the operational policies MCF has implemented.
- High attention to detail in written communications.
- Confidence in verbal communication, including delivering presentations and participating in other public engagements.
- Good relationship management skills.
- Good understanding of key public sector stakeholders' priorities and structures that are relevant to British Muslim-led Voluntary and Community Sector Organisations.
- Good understanding of core political processes.
- Willingness to engage in outbound cold outreach activities.
- Proficient in budgeting and other core project management skills to oversee and strategically deploy a programme budget.
- Strong research and analytical skills.
- Comfortable in thinking critically and respectfully challenging differing perspectives.
- Confidence in prioritising between different workstreams to independently manage deadlines.
- Excellent organisational skills including managing projects, preparing work plans, and collating information.
- Understanding of data protection regulations and excellent ability to maintain a high degree of confidentiality.
- IT proficient with moderate knowledge of Microsoft Office packages, including some experience of using SharePoint/Teams or similar cloud-based shared drives.

Desirable:

- Thorough understanding of and history of direct engagement with British Muslim communities.
- Good understanding of the humanitarian aid and development sector.
- Comfortable in adapting to support changing work priorities.
- Ability to work with minimal supervision.
- Confident in contributing to discussions, providing ideas and suggestions for MCF activities and future.

APPLICATION PROCESS

Please note: The contents of this document outline the key accountabilities of, and output required from the post-holder. It is not a definitive list, and the role may change and evolve over time in line with the needs of the organisation.

If you are confident that you meet the above requirements, please send your CV and a cover letter outlining how you meet the person specification above to info@muslimcharitiesforum.org.uk.

Successful candidates at this stage of the process will be contacted with further information on the next stage of the application process for this role.

No agencies please.

**Terms listed in the Description on page 1 of this candidate pack are open to negotiation, depending on a candidate's level of experience and other influencing factors.*