



## **AL ISHARAH PROJECT OFFICER JOB DESCRIPTION**

**Location:** Head Office (London)

**Responsible to:** Head of Operations

**Salary:** £20,000/annum plus performance related bonus

**Hours of work:** 35 hours a week

**Principal internal contacts:**

- Board of Trustees/Management Board
- All Al Isharah paid staff (permanent/temporary/sessional)
- All Al Isharah volunteers

**Principal external contacts:**

- Donors (Individuals, corporates and organisations)
- Service providers (mosques/venues etc.)
- Press/media
- Grant giving organisations (Government, Lottery, Statutory Trusts, EU etc)

**Main purpose of post:**

- To manage the charity's volunteering programme along with its policies and procedures.
- To support the charity's income generation through community and corporate fundraising as well as applying for grants.
- To set up and manage Al Isharah's employment project.

**Key tasks:**

1. To plan, set-up, and manage all aspects of Al Isharah's employment project.
2. To use initiative and deploy a tactical strategy to reach out to maximum number of participants and deliver required outcomes for the employment project.
3. To support the fundraising manager with researching national, regional and local sources of funding which may be available to Al Isharah.
4. To support the preparation and submission of high quality applications to grant distributing bodies.

5. To identify and deliver fundraising activities including organising and managing community events, one off donations and regular giving.
6. To be responsible for recruiting, training, assigning and day to day managing of volunteers involved with different Al Isharah services.
7. To promote the work of Al Isharah through presentations, the writing of PR materials, press releases, advertisements and media campaigns.
8. To maintain and update the charity's social media accounts in line with Al Isharah's vision, mission and values.
9. To abide by and promote Al Isharah's mission and values.
10. To undertake any other tasks as may reasonably be required.

**Person specification:**

- A Bachelor's degree or relevant experience in the third sector
- Relevant fundraising experience with a charity and proven track record of success
- Excellent writing skills with the ability to produce concise and relevant proposals
- High standard of computer literacy (Excel, Word, Outlook)
- Meticulous attention to detail
- Ability to plan and work within agreed timeframes
- Ability to demonstrate initiative and work well under pressure
- Ability to understand and generate budgets
- Excellent communication and interpersonal skills and ability to work with key stakeholders.
- A creative and proactive approach to all areas of work with a 'can do' attitude
- Strong team working focus with a flexible and adaptable approach to meet the demands across the whole organisation
- Ability to work occasional evenings/weekends, attend out of hours meetings and travel.