

Muslim Project Worker Job Profile

Job title:	Muslim Project Worker
Employer:	Christian Muslim Forum Trustees
Salary:	£22,000 p.a. (0.5 pro rata)
Location:	Forum office, Central London
Accountable to:	Forum Director
Key relationships:	The Project Worker will work closely with the Forum's Director, women's programme consultant, Near Neighbours Coordinators at Presence & Engagement (P&E) Centres, members of the Forum and other Forum staff; other strategic partners.
Background:	The Christian Muslim Forum's Leadership training programme is a national initiative that will be delivered as part of 'Near Neighbours' in partnership with the P&E Centres in Birmingham, Bradford, Leicester and London (East). Near Neighbours is an initiative of the Church Urban Fund and the Church of England. It is a response to the Government's desire to provide resources to strengthen human relationships in multi-religious neighbourhoods. The Department of Communities and Local Government has offered £5m over three years for this programme. The Muslim Project Worker post is critical to the delivery of our national training programme, especially in engaging with Muslim communities. The Project Worker will be based in London but will be carrying out work and building relationships in all four areas.
Job summary:	To develop the Forum's leadership programme (plan, organise, involve and lead in project delivery), take responsibility for specific events and training content and in particular carry out outreach work in the Muslim community.

Job Description

The Project Worker will:

- Lead on the delivery of leadership training
- Organise training events and commission training resources
- Build up the Forum's network of contacts with leaders, activists and volunteers, communities and organisations who would benefit from leadership training
- Work closely and liaise regularly with P&E Centres
- Work collaboratively with Forum members, staff and partner organisations to develop training events
- Maintain records of participants, feedback and contribute to ongoing evaluation and review

Person Specification

Skills and Aptitudes

- Able to demonstrate aptitude and track record in project development and delivery
- Demonstrate the ability to build networks and positive relationships with individuals and community groups
- Proficient in using office suites such as Microsoft Office and the internet
- Good communication and representative skills

Knowledge and experience

- Demonstrate knowledge and understanding of Islam and Christianity in England
- Have a demonstrable record of openness, reflection and involvement with Christians/Muslims
- Experience of working in either the faith, voluntary, charitable or community sector

Personal Attributes:

- In sympathy with the ethos of the Church of England delivered Near Neighbours initiative
- Ability to balance the role of an individual with considerable initiative, with the need to work as a team-member of a national organisation on a national project with regional partners
- Able to relate well with a diverse range of people; engage with different views
- Able to work flexibly on a range of project related tasks with energy, enthusiasm and a will to succeed
- Able to work collaboratively with the Forum's voluntary leadership and specialists
- Able to travel within England as required.
- Be prepared to undertake training as required

General Conditions

Equality & Diversity

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is central to the understanding of Islam and Christianity which the Forum promotes. The aim of our equal opportunities policy is to ensure that no job applicant, employee or volunteer receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion, gender, sexual orientation, marital status, HIV antibody status, AIDS, disability (including mental health) or age, nor should they be disadvantaged by any requirement.

Standards of Behaviour and Conduct

Staff and volunteers are expected to act at all times with due consideration for others and in a manner befitting their position as representatives of their faith.

Confidentiality

Staff and volunteers must not pass on to unauthorized persons any information obtained in the course of their duties without appropriate authorization. All staff and volunteers sign a confidentiality agreement.

Other information

Staff and volunteers will be provided with appropriate facilities for worship and are expected to respect others' religious practices.

Terms of Employment

Pension contributions

[To be agreed]

Hours of Duty

Working time is 18 hours per week (half-time), Monday to Friday but with a positive attitude to working flexibly as necessary. There will be evening and some weekend working, which will be resourced on a 'time off in lieu' basis. All agreed expenses are reimbursed. Mileage will be reimbursed at Christian Muslim Forum rates. Appropriate arrangements for prayer and worship will be agreed.

Annual leave

27 days leave per leave year (pro rata) exclusive of public and any additionally agreed holidays

Contract

The post is offered as a 3 year contract.