



Volunteer Role Description

Events & Membership Engagement Officer

Background

The Islamic Society of Britain is a community based charity and not-for-profit company, and has been playing an important and positive part in how British Muslims think about their faith since 1990. Some of our innovative activities often broke new ground, emboldening and empowering many others to create projects of their own.

Purpose of the Volunteer Role

The Events & Membership Engagement Officer will join the ISB Director and Administrator to support the planning and delivery of ISB events and training programmes, and will be the main point of contact for general event emails. The volunteer will also be supporting the Director in timetabling internal events.

Reports to: National ISB Director

Main Activities/ Tasks:

- ❖ To support the Director in the planning and delivery of an agreed programme of events and training courses for the ISB
- ❖ To promote any planned events across all social media channels and the ISB website
- ❖ Supporting the timetabling of internal ISB events
- ❖ Work with the Director to engage the ISB Membership

Qualities/ Experience/Skills

- ❖ Excellent verbal, written and communication skills
- ❖ Good knowledge of MS Word and Excel
- ❖ Ability to work as a team player and follow directions
- ❖ Must be punctual and reliable



- ❖ Previous event management experience
- ❖ Must have a 'can do' attitude and be self-motivated
- ❖ Able to maintain confidentiality
- ❖ Knowledge of compliance, specifically as it relates to data protection

What you get:

Full in-house induction and training will be provided for this volunteer position

The National ISB Director will be available for questions and assistance

Administrative support

Reimbursement for out of pocket expenses related to any planned events

Location

Home based role.

Deadline

Until suitable volunteer is found

Interested?

Email for an informal chat at: tafazal@isb.org.uk

Or call on 07305 442 116

We look forward to hearing from you!