



Volunteer Role Description - Islam Awareness Week National Coordinator

Background

Islam Awareness Week* (IAW) was established in 2000, to create a better awareness of Islam and Muslims in our society by involving everyone throughout Britain, irrespective of creed, to come forward and join hands in practical efforts to build bridges within communities. Thousands of events have taken place over the years, that have all had an impact within our communities.

IAW has received high profile support from politicians and celebrities with the bulk of the work carried out by volunteers, who organise dinners, coffee mornings, lectures, concerts, mosque open days, tree planting, inter faith events, community volunteering and film shows – to name a few.

Purpose of the Volunteer Role

We are looking for an individual to be the main administrative contact for this national project, and to support the needs of our National Branches, including coordinating a national team of volunteers.

Reports to: National ISB Director

Main Activities/ Tasks:

- ❖ Recruit a national team of volunteers to form a 'steering committee'
- ❖ To build partnerships and liaise with key individuals and institutions to ensure success of the project
- ❖ To ensure that the IAW resource pack is relevant and up to date
- ❖ Ensure that IAW is publicised across the appropriate media channels for maximum impact
- ❖ Maintain clear records of the number of events taking place across the UK
- ❖ Organising, writing and sending correspondence
- ❖ Produce an impact report of activities across the UK
- ❖ Work with the Director to ensure optimal use of the ISB Member database
- ❖ Undertake any other activities in keeping with the role



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 project management experience
Must have a 'can do' attitude and be self-motivated
Able to maintain confidentiality

What you get:

Full in-house induction and training will be provided of IAW 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 IAW preparation

Knowledge that you are working to create incredible events that will help cultivate and bring a lightened awareness to Islam within the British society.

Commitment:

The volunteer role for the Islam Awareness Week National Coordinator times are flexible and can be mutually agreed upon. IAW takes place over one calendar week per year, yet depends on a minimum of three-six months prior to IAW, of planning, implementing, and communicating the upcoming event(s). The IAW National Coordinator is encouraged to prepare for this event throughout the year.

Location

Home based role.

Deadline

Until suitable volunteer is found.

Interested?

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



Or call on 07305 442 116

We look forward to hearing from you!

** IAW is a project of the Islamic Society of Britain - a community based charity and not-for-profit company. Established in 1990, one of the first organisations that sought to evolve a uniquely British flavour to Islam.*