JOB DESCRIPTION - COMMUNITY RELATIONS OFFICER

Closing date for applications: Midnight, Thursday 2nd April 2015

Role: Community Relations Officer
Reporting to: Chief Executive
Location: Applications welcome from London, Birmingham, Leicester, Manchester, Bradford, Leeds, Bolton, Blackburn and Glasgow. Successful applicants will be based principally in their city
Hours: Full-time (Permanent)
Salary: Competitive, depending upon experience
Interview dates: 14th, 16th, 17th April 2015
Anticipated start date: 27th April 2015 or as soon as possible

Job Purpose: The National Zakat Foundation has established itself as the premier Zakat institution for Muslims living in the UK. The role of a Community Relations Officer is an exciting one that combines elements of relationship building, stakeholder management, fundraising and volunteer coordination.

You will be the principal ambassador for NZF in your local area or city, building and maintaining relationships across the community in order to establish a meaningful local presence for the organisation. In essence, the role is about delivering in one particular area NZF’s national vision, namely for every individual who should be paying Zakat to pay it accurately and for every person who is an eligible recipient to be supported.

Principle Accountabilities

- To build and maintain relationships with key stakeholders across the community, including mosques, businesses, professionals and other community organisations
- To establish awareness of NZF’s Zakat distribution service as well as referral routes so that Zakat recipients can be connected with NZF’s application process
- To be responsible for maximising Zakat income for NZF
- To establish awareness amongst Zakat payers of NZF’s Zakat education, calculation and collection services
- To liaise, plan and strategise with the NZF Communications team as well as Community Relations Officers in other regions
- To recruit and coordinate a local volunteer team to help achieve key objectives
Other Duties:

- To organise and deliver events for awareness and fundraising
- To contribute to, and participate in NZF team meetings, planning and developments
- To provide necessary information in a timely manner and contribute to the sharing of ideas within NZF
- To manage your own work and deliver to deadlines in a high pressured environment
- To work in line with policies on equal opportunities and non-discriminatory practice
- To promote the work and activities of NZF at various events
- To be committed to personal development, actively contributing to supervisions, appraisals and training as well as development opportunities in accordance with individual and organisational need
- To safeguard the good name and values of National Zakat Foundation

Knowledge, Skills & Experience

Essential

- At least three years experience in local community work, fundraising, volunteer management or similar fields
- Good understanding, knowledge and relationships with a cross section of the Muslim community in your area.
- Ability to communicate and build relationships with individuals, businesses, professional networks, mosques and organisations/institutions
- Ability to project manage and coordinate activities and events
- Excellent written communication and interpersonal skills, including the ability to speak confidently in public
- Good planning, reporting and organisational skills
- Good IT skills
- An effective team player
- Flexible and positive approach
- A keen interest in Islam and foundational knowledge of Zakat and its rulings

Desirable

- Experience of working in a fundraising role within the Muslim charity sector
- Existing relationships and experience in dealing with the business community, professionals and small to medium sized enterprises (SMEs)
- The ability to communicate in one or more of the following languages: Arabic, Bengali, Hindi, Gujarati, Urdu

Please note:
Being able to travel extensively in your local and surrounding areas in private transport is an essential part of this role with occasional travel to other UK regions.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and its overall objectives.
How to apply:

Please submit a CV and cover letter by email to admin@nzf.org.uk by midnight on Thursday 2nd April 2015.

The CV should not exceed 2 sides of A4. The cover letter should also not exceed 2 sides of A4 and should include the names, email addresses and phone numbers of two referees.