



# Nisa-Nashim

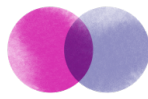
Jewish Muslim Women's Network

Phoenix Yard, 65 Kings Cross Road, London WC1X 9LW

T: 020 7239 4913

E: [info@nisanashim.org](mailto:info@nisanashim.org)

<b>Role title</b>	Project and Operations Manager, Nisa-Nashim Jewish-Muslim Women's Network 2018
<b>Objectives</b>	To manage the ongoing development and administration of Nisa-Nashim Jewish-Muslim Women's Network.
<b>Management Responsibilities</b>	Managed by Nisa-Nashim Co-founder Laura Marks Potential to manage part time project coordinator
<b>Working relationships</b>	<ol style="list-style-type: none"> <li>1. Laura Marks Co-founder</li> <li>2. Julie Siddiqi Co-founder</li> <li>3. Nisa-Nashim Trustee Board</li> <li>4. Conference volunteers</li> <li>5. Other volunteers involved in the project</li> <li>6. Local group co-chairs</li> </ol>
<b>Key responsibilities</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Acting as the main point of contact for Nisa-Nashim and working closely with volunteers and other staff to ensure a coordinated effort</li> <li>• Providing coordination and administrative support for Nisa-Nashim</li> <li>• Updating and maintaining the Nisa-Nashim database</li> <li>• Producing presentations for, and keeping and distributing minutes at meetings</li> </ul> <p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>• Assisting with producing Nisa-Nashim conference annually</li> <li>• Assisting with managing other events throughout the year including, but not limited to marches, meetings, events</li> </ul> <p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>• Working with the Co-founders and board on the ongoing strategy of Nisa-Nashim</li> <li>• Building relationships in the Jewish, Muslim and Interfaith communities in the UK and Europe.</li> <li>• Being a part of the team working with our 30 local groups</li> </ul> <p><b>Content and Communications</b></p> <ul style="list-style-type: none"> <li>• Contributing to the thinking around and implementation of the Nisa-Nashim communications and PR strategy</li> <li>• Ensuring that the Nisa-Nashim website remains current</li> <li>• Contributing to (but probably not responsible for) the development of social media output: Facebook, Twitter and the NN newsletter</li> </ul>



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	<p><b>Finance and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Developing budget and making spending decisions within budget, as agreed with the Co-Chairs</li> <li>• Developing and drafting fundraising material and grant applications.</li> <li>• Helping identify sources, write proposals and procure grants for Nisa-Nashim from government, trusts and major donors</li> <li>• Supervising the allocation of grants and coordinating, monitoring and reporting on developments in line with Nisa Nashim and donor requirements</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• A dynamic, proactive person with enthusiasm and drive.</li> <li>• Project and event management experience</li> <li>• Excellent IT skills – maintaining websites and the database and fluent in Wordpress, Mailchimp, Microsoft Word, Excel, Powerpoint and Publisher (specifics can be learned if not already known)</li> <li>• Highly organised with strong administrative skills</li> <li>• Some knowledge of and interest in the Jewish and Muslim communities and interfaith structures would be ideal.</li> <li>• An understanding of the work of Nisa-Nashim and a strong engagement with its aims.</li> <li>• An ability to engage with volunteers and manage people is essential</li> <li>• The successful candidate needs to be relatively self sufficient</li> </ul>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>• This is a 4 day a week role. A full time applicant would be considered for the right candidate</li> <li>• Currently based in a shared work space in Kings Cross</li> <li>• Candidates are welcome from any gender, faith or background and we are committed to equal opportunities for all our employees and volunteers</li> <li>• Some evening and weekend work – TOIL can be managed</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>• Commensurate with experience</li> </ul>
<b>Applications</b>	<ul style="list-style-type: none"> <li>• <b>Please send CV with covering email to <a href="mailto:laura@nisanashim.org">laura@nisanashim.org</a>.</b></li> <li>• Closing date: <b>19<sup>th</sup> July 2018 (Interviews on 24<sup>th</sup> July)</b></li> </ul>