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| THE LONDON CENTRAL MOSQUE TRUST & THE ISLAMIC CULTURAL CENTRE146 Park Road, London NW8 7RG Website: www.iccuk.org   Tel: 020 7724 3363  |  | Description: Description: C:\Users\Zuberi\Desktop\ICC-logo.gif |

**JOB ADVERT**

POST : INTERFAITH COORDINATOR AND GROUP VISITS

DEPARTMENT : EDUCATION/RELIGIOUS AFFAIRS

HOURS : 9.30AM TO 5.30PM (will involve late evening meetings)

 MONDAY TO FRIDAY

SALARY : £19,000 (GROSS) P.A

Your role as an Inter faith coordinator will be to build successful working partnerships between organisations involved with faith activity and activate bridges between communities of all the major faith in Britain. The aim is working to create better understanding between people of different cultures and religions to help make the UK a place where respect, cooperation and trust exists between people of different faiths and beliefs. The purpose is faith sharing in mutuality and dialogue as well as working in solidarity to promote human dignity and justice.

You will have the opportunity to contribute to a more understanding and tolerant society

**MAIN DUTIES :**

1. Making connections between faith groups; overcoming prejudice by getting to know each other through meetings, visits, social events, scriptures reasoning and healthy discussion.

 2. Showing the wider public the importance of spiritual aspects of life and the contribution faith groups make to the community.

 3. Organising interfaith seminars, lectures and meetings with communities of all the major faith groups and inviting scholars to deliver talks/lectures in different events of interfaith. This will be done through liaising with the Director General and the Imams.

 4. Promoting the right message of Islam for peace and equality.

5. Taking charge for all visits programs and writing materials for such activities.

**MAIN REQUIREMENT :**

 1. A degree In Islamic studies

 2. At least two years experience in the field

 3. English speaker. Other languages written and spoken will be an advantage.

 4. A team worker and can lead on own initiative

 5. Knowledge of report writing and excellent IT skills, including PowerPoint,

 Outlook, Word and Excel.

 6. Reporting, Special projects, Client and customer service focused, knowledge of

 Data Protection policies and procedures, Strong communication skills and Strong writing skills in English and Arabic. The post is high profile and challenging, requiring commitment, political sensitivity and effective communication skills.

 7. You will also need to be creative, analytical, team orientated, well organized, and

 able to work on your own initiative and to tight deadlines.

You will liaise with the librarian and the web master to have information about the Centre’s projects and useful publications, holds books, videos, artefacts, on different faiths and inter faith issues for schools, faith groups and other interested organizations.

If you feel that you have the necessary qualifications, experience and knowledge of the job, please fill the job application form online or pick up one from Room 211 on the second floor of the Administration Building at the above address. Application form can also be downloaded from our website at [www.iccuk.org](http://www.iccuk.org). The closure date for receiving relevant application form is Friday March 21st 2014.

For any further information, please contact Mr. Feizal Muttur, Head of Finance & Admin on 0207 7252215 or email feizalmuttur@iccuk.org