

<b>Job Description</b>	MWSF Coordinator
<b>Location:</b>	Mobile
<b>Hours:</b>	7 hours/week
<b>Salary:</b>	£10 per hour
<b>Duration:</b>	August – December 2017 (potential to extend according to criteria)

### 1. ABOUT THE ROLE

The main purpose of the MWSF Coordinator role is to ensure the smooth running of the organisation.

The MWSF Coordinator will provide a full range of support services to the Board of Trustees ensuring a professional image of the organisation is maintained at all times. The MWSF Coordinator will be the first point of contact for many internal and external contacts, managing, delegating and directing queries to the most appropriate resource. A degree of flexibility with regard to both working hours and practices is required in order to meet deadlines/timescales. The MWSF Coordinator will also support the growth and development of the charity and there is a potential to extend the initial 5 months period if the charity is successful in its aims for the remainder of 2017.

### 2. ABOUT MWSF

The Muslim Women's Sport Foundation (MWSF) is a volunteer led charity set up in 2001 with the overarching aim to promote opportunities for Muslim women to participate in a variety of sports without compromising their religious or cultural values. Through catering to and raising awareness of their needs we aim to increase the numbers of Muslim women involved in sport through playing, coaching, refereeing and/or volunteering. Through this, we aim to use sport as a means for social development.

With vast knowledge and experience of sport, health, media, business and the BAME and Muslim communities, the MWSF over the last 15 years has developed a distinct reputation nationally and internationally for its extensive work in the field of women's sport. We set the standard and drive the agenda for our industry through consultancy, campaigns/awareness work and research in this field.

### 3. KEY RESPONSIBILITIES

- Internal communications, including staff meeting minutes and timetabling
- External communications, including emails, social media and media requests
- Organising and managing fundraising initiatives and opportunities
- Supporting the Board of Trustees in their work

**This job description does not form part of your contract of employment. The duties laid down in this job description may change following a review and in consultation between the postholder and the Board of Trustees.**

**Person Specification**

MWSF Coordinator

CRITERIA	METHOD OF ASSESSMENT
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>- Previous experience in a similar role</li> <li>- Relevant experience in voluntary/not-for-profit sector</li> </ul>	<p><b>Application/ Interview</b></p>
<p><b>Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>- Able to generate routine memos/letters/management information in reply to inquiries for self and others</li> <li>- Able to communicate well – both orally and in writing</li> <li>- Able to work on own initiative, problem solving and making sound based decisions is essential. The individual should be able to work under pressure by prioritising own workload within timescales given</li> <li>- Strong interpersonal and influencing skills, with the ability to develop strong positive relationships internally and externally</li> </ul>	<p><b>Application/ Interview</b></p>
<p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>- Enthusiastic champion and passion for Muslim women's sport and the MWSF's aims and objectives</li> <li>- Ability to work collaboratively together within and throughout the MWSF and with external bodies</li> <li>- Ability to challenge constructively, manage disagreements and think creatively</li> <li>- Understanding of sport at all levels</li> <li>- Willingness to devote the necessary time, enthusiasm, energy and effort to continue the growth of the MWSF</li> <li>- Be flexible with regard to working hours to meet the needs of organisational timescales and demands</li> <li>- Ability to maintain confidentiality at all times, as required</li> </ul>	<p><b>Application/ Interview</b></p>

**How to Apply**

If you are interested in applying to be a Trustee with the MWSF, please provide the information below and an up to date CV.

Please tell us how you meet the person specification above.  
Please tell us your reasons/motivations for wanting to join the MWSF.

Your application can be sent to [info@mwsf.org.uk](mailto:info@mwsf.org.uk) with the reference 'MWSF Coordinator 2017'. The deadline for applications is Monday 31<sup>st</sup> July 2017.