

FT Programme Coordinator Muslim Burial Fund

Job Description and Person Specification

JOB DESCRIPTION

Post: FT Programme Coordinator
Reporting to: MBF Programme Manager
Working days: Monday – Friday (some weekends)
Location: Hybrid

Responsible for:

Coordination of Emergency burial referrals, Develop burial plans. Co-ordinate and lead on Muslim burials. Create story and online appeal for funds. Complete DWP applications as when applicable and provide admin support to programme manager. Assist in fundraising initiatives. Line manage Programme officers and sessional workers.

HOURS: 35 Hours per week (Full Time)
SALARY: £28,000 - £35,000 per annum
DURATION: Two-years fixed term (possible extension)

Main duties and responsibilities:

- Emergency assessment of Muslim burials within Muslim Burial Fund guidelines (In consultation with service users, family, referral agency and programme manager).
- Respond to burial referrals with urgency and within strict timeframe.
- To co-ordinate and lead on burials. Must be able to work under the strict guideline of programme manager and the senior management team.
- Assess and organise burial in-line with Islamic teachings.
- Prepare burial appeal text and create online appeal for funds.
- Help family who are eligible to make DWP funeral payment applications.
- Post relevant information on Muslim Burial Fund social media.
- Maintain professional relationship with all partners.
- Produce and promote burial appeals and high-level case studies.
- Maintain all burial footage and produce as and when required for marketing
- Using Microsoft office package such as MS office, outlook programmes, e-mails etc.
- Help and assist with organising fundraising events and activities.
- To ensure full participation in team meetings, Staff meetings, one-to-one meetings.

Monitoring, Reporting, Finance and Fundraising

- To submit report and video report within 3 to 4 days after burials for the purpose of reporting back to the donors.
- To keep a record of all burials and produce data as and when required for reporting.

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- To securely file away referral form and all documents in line with the Data Protection Act and 13 Rivers Trust policies.
- To evaluate, review and improve service delivery.
- To network with stakeholders to widen the scope of the programme
- Support with the recruitment of volunteers and sessional workers.

Safeguarding / Policies & Procedures

- To ensure that Health and Safety processes are followed, and risk are minimised.
- To ensure all policies and procedures are adhered to.

Other Duties

- Attend Janazah and burials as and when required
- Lead on the Ramadan Crowdfunding Activities.
- Coordinate and organise mosque collections
- To take part in 13 Rivers Trust central events and fundraising activities
- To maintain relationships with referral agencies and partners, sharing information in line with our policies and procedures
- Help and train any new Programme Officers
- Attend external events and conferences as and when required to represent the charity
- Record footage of burials as and when required
- Attend funeral / burials if as and when required
- Take part in any relevant training as when required
- Develop and maintain a partnership record
- Create and maintain fundraising campaigns for volunteers
- Work closely with Eden Care UK team to provide burial plans for EOL Service Users
- Take part in Rapid Response work in collaboration with Eden Care Team as and when required.
- To carry out any other work allocated/ designated by the line manager within given deadlines.

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PERSON SPECIFICATION

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
Experience/knowledge		
Educated to degree level or equivalent professional qualification/experience.	Application form	D
Educated to A-level or equivalent level	Application form	E
Experience of working within the charity sector	Application form	D
A good understanding of Islamic burial requirements and practices.	Application Form Interview	E
Relevant fundraising experience	Application form	D
Experience of working in a team	Application form	E
Able to work weekends and evenings	Application form	E
Ability to demonstrate a clear commitment to equality of opportunity and inclusive practice.	Application form Interview	E
Abilities/Skills		
Ability to speak clearly in English	Interview	E
Must be comfortable dealing with vulnerable people including those reaching the final stages of their life	Application Form Interview	E
Ability to use Microsoft office efficiently Strong administrative and case-management skills	Application form Interview	E
Organised and good interpersonal skills	Interview	E
Ability to work with members of the public	Interview	E
Ability to work independently and as a part of a team.	Interview	E