



## Job Description: Administrative Intern

<b>Job title</b> - Administrative Intern	<b>Location</b> - Remote with occasional travel across the U.K
<b>Salary</b> - £19,500 per annum (pro-rata)	<b>Hours</b> - 35 hours per week
<b>Contract length</b> - 6 months fixed-term (with a potential to extend)	<b>Holidays</b> - 22 days pro rata + up to two days per Eid + bank holidays

### Educate Against Islamophobia

Educate Against Islamophobia (EAI) is a charity committed to combating Islamophobia in education settings across the U.K. We work closely with nurseries and compulsory education settings to:

- promote an awareness of Islamophobia including its manifestations and dangers
- provide counter-narratives to common misconceptions about Islam and Muslims
- eliminate discrimination against Muslims
- foster good relations between Muslims and non-Muslims.

### About the role

Educate Against Islamophobia is seeking a conscientious Intern to support the Education Team in developing and maintaining positive relationships with schools and stakeholders across the UK. This position is suited to candidates who wish to seek a career in education or the third sector.

The successful candidate will have the opportunity to work closely alongside the Schools Coordinator to:

- build and foster partnerships with schools and key stakeholders
- organise local and national events
- support in the delivery of projects and campaigns

### Person specification

To be successful in this role, you must demonstrate a strong commitment to tackling Islamophobia through education as well as:



### **Essential**

- excellent communication skills, both written and oral
- exceptional interpersonal skills and the ability to present to a range of audiences
- strong planning and organisational skills
- strong negotiation skills
- the ability to build successful relationships
- the ability to work independently and as part of a team
- commitment to professional development

### **Desirable**

- qualified to degree level
- previous experience of working in an education setting
- knowledge and understanding of the education sector

### **Closing date**

Monday 15<sup>th</sup> January 2024.

### **Application process**

- To apply, please email your CV and a supporting statement to [recruitment@eai.org.uk](mailto:recruitment@eai.org.uk)
- Your supporting statement should set out your suitability for the role, showcasing how your skills and experiences relate to the person specification.
- This post is subject to a Disclosure and Barring Service check.

For further information or an informal discussion about this role, contact [bismha.afzal@eai.org.uk](mailto:bismha.afzal@eai.org.uk)