

# Madrasa Coordinator (Intern)

(Intern London-based, 5 hrs a week, 4 months)

## **URGENT - JOB OPPORTUNITY AT ZUBEDA WELCOME**

Are you passionate about improving people's lives and have a keen interest in working in the charity sector? Do you like meeting new people and love building new connections? Want to use your talent to help the Ummah?

### **About The Internship Role**

We are looking for someone to join us as our new Outreach Intern. This will be an exciting and rewarding internship, giving you valuable experience across key areas within a UK based charity.

You will be joining us at an inspiring time as we are now a registered charity in the UK. We are at the stage of solidifying our work processes and procedures that will strengthen the organization's future, to a more resilient one.

You will receive mentorship as part of this internship. You will be matched with an individual with experience in the charity sector to guide you with your career moving forward.

### **Summary of role:**

As an Outreach officer you are an integral part of helping expand and nurture our existing community network. You will be building relationships with our key partners which are Madrasas and other Islamic educational institutions.

Your main role is to build positive relationships with Madrasas, mosques and other Islamic institutions. This is a vital step as you will need to encourage them to open up places, negotiate free or discounted spaces for refugees sponsored by Zubeda Welcome, and discuss alternative programmes and joint initiatives (e.g. summer programs).

You will manage and maintain an updated masterlist of UK mosques and Madrasas as well as our Masterlist of current funding applicants' residential postal code to assist in coordinating and registering madrasa places for each client.

You will join Whatsapp group "HUBs" created by Refugee Outreach Officers, to coordinate madrasa for applicants with the support of madrasa coordinators and volunteers who will also be on the group.

You will collaborate with Madrasas/Mosques by:

- Encouraging activities, engagement and gatherings to welcome refugees into the community, creating opportunities to share our services with them and how they can benefit.
- Assist with the application process to become Providers, completing due diligence forms, and overall onboarding process for Madrasa providers
- Assist in gathering information and media content for showcasing success stories of good collaboration with Madrasa (you will select at least 3 providers as case studies and keep updated profiles of each).
- Internally, assist in matching identified refugees in specific postal codes by researching and becoming an expert on Madrasas across the UK
- You will guide our refugee clients on the registration process for a place at the nearest madrasa provider
- Assist in conducting and recording monitoring visits once once invoices have been paid to the providers
- You will also provide practical and administrative assistance to the wider team and be happy to jump right in and learn along the way.

All this work will help us immensely by increasing awareness and refugee sign-ups, creating free and discounted places at madrasa and increasing funds for fees and operational resources.

**The ideal candidate will:**

- Be excited to gain hands-on experience in the UK charity sector
- Have great communication skills; both written and verbal
- Sharing updates on shared drive via Google Workspace
- Weekly 15 mins debrief with CEO via Google Meet
- Able to meet new people and start conversations
- Be sensitive and empathetic
- Be proactive and able to use initiative and prioritize his/her work
- Be confident to speak with new people, organizations and businesses
- Able to react quickly and flexibly in order to adapt to a fast-paced role and take advantage of new opportunities
- Committed to learning
- Able to travel to the field if required (a full UK driving license is desirable)
- Flexible working
- Reliable
- DBS certificate

If you believe you would add value to Zubeda Welcome but don't meet all the criteria above, we would still love to hear from you.

## **About Zubeda Welcome**

Now in our 5th year of serving refugee children, for the first time as a registered charity, our focus turns to the madrasa needs of all refugees across the UK as well as the asylum seekers who are housed temporarily in a given location as they await their fate.

Zubeda Welcome is committed to meet the Islamic education needs of all the refugees and asylum seekers across the UK, but won't achieve this alone. We will need the support of many other charities, donors, funders and refugee support groups across the nation to connect the dots and make this happen! Visit our website for more information [zubedawelcome.org](http://zubedawelcome.org)

## **What We Can Offer You**

- A flexible approach to working arrangements.
- Mentoring program - you will be paired with a mentor that has experience in the charity sector, they can provide guidance on your career moving forward
- Bank holidays
- Travel and Parking expenses paid for work related travel e.g. to hotels

## **How to Apply**

Please complete a short application on our website where we ask a few key questions about your skills, reasons for applying to this internship and how you would bring value to Zubeda Welcome.

Salary: Unpaid 4 Months (subject to funding the role may become paid)

Hours: 5 hours a week (occasional evening and weekend hours)

*Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.*