

Freelance Events Assistant

Role: Freelance Events Assistant

Remuneration: £15 per hour. Billable by invoice after each event.

Contract: Freelance contract. You will be responsible for your own tax payments and National Insurance Contributions

Location: In-person in central London. Various venues.

Inclusive Mosque Initiative

Inclusive Mosque Initiative is a feminist mosque community advancing the understanding of justice, rights and peace through Islam and community organising. We centre freedom of belief and religion, the rights of women, queer, trans, non-binary and disabled people and embed anti-racist and anti-sectarian thinking in all we do. We have two main strands of work 1) Sector-facing work that supports the gender-based violence sector, the LGBT+ sector and the mental health sector to address the Islamophobia in their support services and 2) Community-facing events that provide a feminist alternative to mainstream mosque spaces where there is no segregation and where prayers are led by people of all genders. The role of events assistant relates to number 2.

Background

We have previously relied on volunteers at our Eid events to help set up the physical space and clear away at the end but this year, we'd like to pay someone to ensure the events run to time and that all our materials (prayer mats, decorations, crockery, cutlery etc) are packed away, labelled and stored securely.

Key Responsibilities

- Materials transportation – the successful candidate will work with the organisation's director to bring all the materials needed for an event to the venue. These usually fit into 2 or 3 medium sized suitcases. We'll travel using private hire taxis and travel costs from the storage in central London to the event venue also in central London.
- Set up the space – arrive with the materials 1 hour before the start of the event to lay out prayer mats, chairs, set up a food station, and ensure the event spaces can be accessed by wheelchair users.
- Support volunteers to set up decorations.
- Test hybrid technology with the support of the organisation's director.
- Support event attendees to find what they need at the venue such as paper towels and showing them where the toilets are.
- Keep an eye on the cleanliness of the toilet area and ensure all toilet supplies can be accessed by attendees. Some light cleaning will be required.
- Keep water jugs filled and manage the hot drinks table.
- Take the lead on cleanliness at the event by making sure rubbish is cleared away and spills cleaned up.
- Take the lead on clearing away all the materials laid out at the start of the event, ensure they are packed away securely and help to transport the materials to the storage venue.
- Tidy away tables and chairs to ensure the space is left as it was found.

- Attend debriefs online (paid) to provide the organisation with feedback and improve events.
- Be part of implementing the organisation's safeguarding policy and procedures.
- Be part of implementing the organisation's health and safety policy
- You may occasionally be asked to use the organisation's petty cash to purchase small items for events such as sugar and milk and keep receipts.

Essential Qualities

- Be able to work in-person at every event and adhere to our Covid-19 awareness policy. Successful candidates must be available to attend ALL the events in the Ramadan programme including Eid ul Fitr.
- Be punctual and proactive.
- Use initiative to problem solve and anticipate potential risks.
- Take instruction and feedback and improve performance based on feedback.
- Enjoy working as part of a team and be competent in supporting a team to achieve a shared outcome.
- Be kind, positive and helpful in stressful situations.
- Be willing to talk to in-person attendees, make them feel welcome and get to know their needs.
- Have an awareness of the issues that the Inclusive Mosque Community experiences such as Islamophobia, queerphobia, transphobia, ableism and xenophobia.
- Commit to challenging racism, ableism and queerphobia at events if necessary.
- Value the online attendees as much as the in-person attendees.

Training

Successful candidates will be required to attend 2 hours of training (paid) where we will go through Inclusive Mosque's health and safety policy; safeguarding policy; Covid-19 awareness policy and events risk assessment.

Successful candidates will be required to attend the venue before the first event for a walk through to familiarise themselves with the venue space, test the hybrid tech and understand the accessibility issues related to the events. You will be paid for this time.

*** Beneficial Qualities and Experience**

- Experience working on hybrid events
- Knowledge about making events accessible to disabled people
- Familiarity with the Inclusive Mosque community or related communities such as the disabled community, the Muslim community and/or the LGBT+ community.
- Experience assisting at public events
- Experience keeping and filing receipts and working with petty cash.
- Experience working as a freelancer.

DBS Check

Employment is subject to a satisfactory DBS check. A criminal conviction does not necessarily preclude you from getting this role.

Working Hours

Candidates **must be** available to work on:

- Tuesday 1st April 8am – 1pm
- Saturday 7th June 8am – 1pm or Sunday 8th June 8am – 1pm (dates to be confirmed nearer to the event)

Optional hours we can offer include:

Saturday 8th March 4pm – 9.30pm

Saturday 15th March 4pm – 9.30pm

Saturday 22nd March 4pm – 9.30pm

Saturday 29th March 4pm – 9.30pm

Recruitment Timeline

9am Monday 3rd March – submit CV and short covering letter (no more than 500 words)

Wednesday 5th March - interviews

Thursday 6th March – Successful candidates notified

7th – 14th March – 2hr training (to be arranged at a time that works for the successful candidates)

We'll provide an opportunity to walk around the venue before your start date and answer any questions you have.

How to apply

Please send your CV and covering letter to naima@inclusivemosque.org by 9am on Monday 3rd March. Your cover letter should be no more than 500 words explaining how you meet the essential qualities of the role, your competencies related to the key responsibilities of the role and any training or experience you have had with communities like the Inclusive Mosque community or at public events. In your cover letter, please confirm you are available to work on the