

# Freelance Minute Taker Role Description

**Location:** London (in-person attendance required); occasionally online via Zoom.

**Role:** Freelance minute taker.

**Payment:** £20 per hour plus travel costs (within London). Billable by invoice after we receive your minutes after each meeting.

## About IMI

Inclusive Mosque Initiative (IMI) is an intersectional feminist mosque that aims to create safer, inclusive and welcoming places for worship, especially for marginalised Muslims and non-traditional families.

## About the Role

IMI's Board of Trustees is seeking a freelance experienced minute taker to join our team of associates. The ideal applicant will have excellent minute-taking skills, attention to detail, and the ability to maintain confidentiality.

## Time Commitment

The trustee board meets four times a year (quarterly) for an average of 2 hours, usually at a central London location. Some meetings are occasionally online/hybrid via Zoom.

Our quarterly dates in 2025 are:

- 16th of March, from 12.30pm until 3.30pm.
- 19th of June, from 4.45pm until 7.45pm
- 25th of September, from 4.45pm until 7.45pm
- 4th of December, from 4.45pm until 7.45pm

The above times include an extra half hour on each side of the meeting in case of unexpected delays e.g. travel delays, meetings running over time, IT problems, etc.

The board may also have one-off meetings about specific issues that are urgent, and we give as much notice as we can for them. We want to have at least two minute takers on our books, to make sure that someone will be available to minute each meeting. For every in-person/hybrid meeting, we require a minute taker to attend in person. We expect each minute taker to be able to attend a minimum of 2-3 meetings a year.

## Tasks

- Attend and minute IMI's quarterly board meetings, typically held in the evening (see above times). Quarterly meeting dates are usually decided at the beginning of the year.
- Attend and take minutes at other meetings that take place in between our quarterly board meetings.
- Prepare accurate and clear minutes, and send them to board members within an agreed timeframe.
- Maintain confidentiality and handle sensitive information with discretion.

## Skills and Experience Required

- Experience in minute-taking, preferably in a professional or board setting.
- Strong organisational and communication skills.
- Ability to work independently and meet deadlines.
- Ability to maintain confidentiality and handle sensitive information.
- Experience of working with communities like ours is desirable but not essential.

## How to Apply

Please send your CV and covering letter to: [admin@inclusivemosqueinitiative.org](mailto:admin@inclusivemosqueinitiative.org).

For the covering letter: we don't expect anyone to spend a long time applying, and would prefer a short, clear introduction (no more than 500 words) to who you are, your skills and your relevant experience.

If you have a brochure or website about your services that include the above information, you're welcome to send them to us instead. Please state in your application which meeting dates (listed above) you would be able to attend.

Please let us know - by email or answerphone 020 3189 1185 - about any access requirements or support you need for this process, such as:

- Applying in another format that is more accessible for you, for example: a video recording, a voice recording, a virtual interview, etc.
- Documents in an alternative format.
- Time to speak with us before sending your application.

## Recruitment Timeline

We will be accepting applications until the 31st of March 2025, and we will respond to each applicant by the 10th of April. Successful applicants will then be invited to meet with the chair and/or vice chair of trustees to discuss the role. We plan to finish the recruitment process by the end of April.