



Role Title: Research Officer

Location: MCHC 244 Acklam Rd, W10 5YG

Hours: (83 hours maximum)

Salary: £12.05p/hr

Start date: Immediate

About Our Company

The MCHC Trust is a registered UK charity that was officially inaugurated by HRH the then Prince of Wales, Prince Charles, on 17th May 2001.

Our vision is to be a vibrant and welcoming community hub and resource that encourages and promotes a sense of belonging, unity and pride for both Muslims and the wider community and is relevant to every household in West London.

Our mission is to serve, educate, empower and inspire people to play an active and positive role in building cohesive and sustainable communities at a spiritual, social, economic and cultural levels.

Our work centres around six types of services which we provide:

1. Social/ Leisure
2. Cultural
3. Spiritual
4. Economic
5. Educational
6. Training

Our aims:

- To provide the community in and around North Kensington with a focal point for a range of spiritual, social, cultural, economic, educational and training activities;
- To enable the community to develop a greater self-confidence through a sense of belonging, to affirm its cultural identity and plurality and to renew its zest for self-reliance;
- To help the community to be at one with itself in order to participate pro-actively in enhancing the vibrant, successful, multi-cultural and multi-ethnic community in North Kensington;
- To advance public knowledge and understanding of Islam;
- To reach out and act as a resource for the Muslim communities, voluntary and statutory agencies and the wider community as a whole;
- To work in close partnership with the statutory and voluntary sector, integrating and complimenting the Centre's services with existing provision

Internship Duties & Responsibilities

- To research and produce reports for MCHC in relation to new and ongoing events and fundraisers
- To support the communication team with relevant research for articles, posts and content
- To ensure our research activities and outcomes are shared with the communications team for social media distribution
- To support the integration of the research programme across the Charity as a whole.
- To support new projects within the charity and actively seek new and unique ideas
- Organise research-related events
- To carry out general administrative tasks
- The role will require occasional travel to meetings and events. Occasional weekend or evening work may also be required and time off in lieu will be given.

Person specification

Essential:

- Excellent verbal, written, and interpersonal skills.
- Good time management and organisational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Ability to work confidently on own initiative, to produce accurate work, seeking advice and guidance where required.
- Research and analytical skills

Desirable:

- Ability to use editing softwares for articles and content
- Ability to analyse research to help with MCHC content

This section to be completed by Roehampton University

To Apply:

Please visit CareerLink via the following link:

<https://roehampton.careercentre.me/u/5pnu9eho> and then click 'Apply here' which will take you to the Santander platform. If you have any questions, then please feel free to email: internships@roehampton.ac.uk

Closing date:

We reserve the right to close this opportunity early should sufficient applications be received prior to the closing date.