



Islamic Cultural Fayre Event Team Role Descriptions

BMCS ROLE VACANCY: Islamic Cultural Fayre Event Team

Role Description

ROLE: Project Coordinator (x 3)

(Voluntary)

ORGANISATION: BMCS

REPORTS TO: ICF Executive Committee

PURPOSE OF ROLE:

To contribute to the successful running and completion of the Islamic Cultural Fayre 2022 under the guidance of the ICF Executive Committee.

- Developing and implementing systems to support efficient planning, recording, delivery, monitoring, reporting and data management.
- Liaising with the project coordinators.
- Draw on a range of participation, facilitation, and communication techniques to ensure success of the event.

ROLES AVAILABLE:

1. Project Coordinator for logistics
2. Project Coordinator for traders and stall bookings
3. Project Coordinator for exhibitors and activities

ROLE OVERVIEW

You will be part of BMCS Islamic Cultural Fayre Event Team.

The event will be in summer 2022 with planning commencing from September 2021. The hours are flexible with increased hours towards the date of the event.

The applicant is required to have some experience in event or project management team, using word processing software, good communication skills and highly organised.

Applicants must be 18 years or older and be fluent in English. Having an additional language would be advantageous but not necessary. Having a current and valid driver's license is preferred.

BMCS ROLE VACANY: Islamic Cultural Fayre Event Team

Role Description

ROLE: Finance Officer (Voluntary)

ORGANISATION: BMCS

REPORTS TO: ICF Executive Committee

PURPOSE OF ROLE:

To provide efficient and effective high quality administrative support to the Islamic Cultural Fayre Management Team.

KEY RESPONSIBILITIES:

- To prepare, process and manage receipts / invoices.
- To set monetary budgets / contingencies for the Islamic Cultural Fayre Event.
- To monitor bank deposits and payments.
- To seek sponsorships, partnerships, and funding.

ROLE OVERVIEW

You will be part of BMCS Islamic Cultural Fayre Event Team. In this position, you will be responsible for the finances of the Islamic Cultural Fayre project by managing our financial procedures.

Training will be provided.

The event will be in summer 2022 with planning commencing from September 2021. The hours are flexible with increased hours towards the date of the event.

The applicant is required to have some experience in some book-keeping, funding applications and knowledge of financial and accounting regulations.

Applicants must be 18 years or older and be fluent in English. Having an additional language would be advantageous but not necessary. Having a current and valid driver's license is preferred.

BMCS ROLE VACANCY: Islamic Cultural Fayre Event Team

Role Description

ROLE: Media and PR Officer

(Voluntary)

ORGANISATION: BMCS

REPORTS TO: ICF Executive Committee

PURPOSE OF ROLE:

To use print, social media and events to ensure effective external communication of the Islamic Cultural Fayre in the public domain.

KEY RESPONSIBILITIES:

- To design graphics (posters, flyers, social media content) in accordance with the Islamic Cultural Fayre guidelines.
- To distribute marketing and promotional material.
- To liaise with local media news outlets to ensure promotion in the lead up to the event as well as coverage on the day of the event.
- To film and take photos of the event for future marketing / promotional material
- To prepare public statements regarding the event.

ROLE OVERVIEW

You will be part of BMCS Islamic Cultural Fayre Event Team. The Media and PR officer will be responsible for the publicity of the event.

The event will be in summer 2022 with planning commencing from September 2021. The hours are flexible with increased hours towards the date of the event.

The applicant is required to have some experience in web related applications and design software and web content management systems (e.g., WordPress). Have a passion for creating content and communicating with individuals.

Applicants must be 18 years or older and be fluent in English. Having an additional language would be advantageous but not necessary. Having a current and valid driver's license is preferred.

BMCS ROLE VACANY: Islamic Cultural Fayre Event Team

Role Description

ROLE: Volunteer Coordinator

(Voluntary)

ORGANISATION: BMCS

REPORTS TO: ICF Executive Committee

PURPOSE OF ROLE:

To recruit, train and assign volunteers to specific roles.

KEY RESPONSIBILITIES:

- To manage recruitment process of new volunteers.
- To manage the training process of new volunteers.
- To ensure each volunteer is appropriately assigned according to their abilities, skills, and availability.
- To liaise with the management team members to ensure support is provided.
- To provide references and support for the volunteers.

ROLE OVERVIEW

You will be part of BMCS Islamic Cultural Fayre Event Team. The volunteer coordinator is integral member of the team by supporting the project by liaising with each member of the team.

Training is provided.

The event will be in summer 2022 with planning commencing from September 2021. The hours are flexible with increased hours towards the date of the event.

The applicant is required to have some experience in people management skills, various Microsoft Office applications (Word, Excel, etc.) and recruitment will be advantageous.

Applicants must be 18 years or older and be fluent in English. Having an additional language would be advantageous but not necessary. Having a current and valid driver's license is preferred.

BMCS ROLE VACANY: Islamic Cultural Fayre Event Team

Role Description

ROLE: Administrator x2 (Voluntary)

ORGANISATION: BMCS

REPORTS TO: ICF Executive Committee

PURPOSE OF ROLE:

To provide efficient and effective high standard administrative support to the Islamic Cultural Fayre Management Team.

KEY RESPONSIBILITIES:

- To respond to a range of telephone, email, or social media enquiries.
- To process stallholder booking applications.
- To undertake general administrative tasks.

ROLE OVERVIEW

You will be part of BMCS Islamic Cultural Fayre Management Team. The admin is integral member of the team by supporting the project by liaising with each member of the team.

Training is provided.

The event will be in summer 2022 with planning commencing from September 2021. The hours are flexible with increased hours towards the date of the event.

The applicant is required to have some experience in word processing software as well as familiar with email and social media platforms.

Applicants must be 18 years or older and be fluent in English. Having an additional language would be advantageous but not necessary. Having a current and valid driver's license is preferred.

HOW TO APPLY

Please complete the application form by 5 pm on Friday 20th August 2021.

Once you have applied, should you be successful in progressing through to our selection process, we will invite you to attend an interview.

Interviews will take place during August / September 2021. Please email your availability for an interview when sending your application across.

For further information, please contact Ismaeel on Ismaeel.akram@bristolmuslim.org.uk or 07813478397.