

In the name of Allah, The Most Merciful, The Most Kind

JOB DESCRIPTION: PERSONAL ASSISTANT / ADMINISTRATOR

The postholder will work at one of the Noor Ul Islam Sites, primarily at 713 High Road, Leyton, London E10 5AB.

REPORTING OFFICER - The Postholder will report to the Chairman of the Board of Trustees.

General Professional Duties (as directed by the Management)

1. To maintain at all times the practice and demeanour of a Muslim aware of one's duties in this life and accountability in the next life for one's actions, and to relate this 'Aqeeda' to the following duties.
2. To maintain and uphold the confidential nature of the Trust's matters, records and documents, especially those relating to service users and fellow staff members.
3. Working on Noor Ul Islam's publications, especially for the promotion of the Trust.
4. Organise the diary of the Chairman and other Trustees and arrange their internal and external meetings.
5. Liaise with other professional bodies to ensure the Trust maintains its excellent links.
6. Maintaining and promoting the Noor Ul Islam image.
7. Keeping accurate records for all the Trust's events and meetings.
8. Service Trustees' committee and sub-committee meetings including the preparation of agenda and minutes and their dissemination.
9. Visit other Noor Ul Islam departments, including the primary school for meetings with staff.
10. Organise the workload and paperwork of the Board of Trustees, ensuring confidentiality at all times.
11. To type letters, emails, produce reports and other documents for the Board of Trustees using a range of software packages including MS Word, Excel, Access, Publisher and Powerpoint..
12. Any other appropriate duties as requested by the Chairman of the board and other Trustees.

The aim of the Trust is to provide a clean, Islamic environment within which service users can learn and work in safety, insha' Allah. Written guidance such as this is provided in a spirit of naseehah (sincere advice) and it is hoped that it is received and read in the same spirit.

SPECIFICATION

Ideally the postholder will have experience using MS Word, Excel, Publisher Powerpoint and Access. The postholder will be organised and work methodically. Suitably qualified, preferably at degree level and experienced in working in an Islamic environment and in the role of Personal Assistant.

