

## Job description

### Head of Operations & Communications

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#### Overview

The Centre for Islam and Medicine (CIM) is hiring a 'Head of Operations and Communications' to support the work of the Director and assist with delivering the pioneering Islam and Bioethics Masterclasses programme, as well as developing other streams of work in the organisation. This role is offered as a one-year part-time contract (0.6 FTE) starting April 2018.

#### About the CIM

The Centre for Islam and Medicine is a faith-inspired organisation engaging with existing and emerging moral challenges at the intersection of science, technology, nature and society. Through interdisciplinary research, education, training and policy engagement, we hope to produce resources that facilitate religious literacy, ethical thought and action.

The CIM is currently focusing on themes in the context of healthcare, exploring concepts such as health, illness, life and death, relying on scientific knowledge, principles of Islamic philosophy, epistemology, law and ethics. The CIM welcomes and engages the voices and experiences of a broad range of stakeholders, including practitioners, academics, scholars and the general public.

Since our launch in 2014, we have delivered twelve educational seminars, public events and meetings, attended by over 1000 people as well as developed key partnerships with academic centres. We have participated in and delivered talks at over 50 events, organised a forum for religious scholars and healthcare professionals, delivered programmes of teaching, and produced peer-review publications.

#### Bioethics & Islam Masterclasses

The 'Bioethics & Islam Masterclasses' offer an interdisciplinary programme of learning and engagement where a range of experts explore faith-based ethical perspectives on how to think about and navigate biomedical advances and their practical, moral and spiritual implications.

A growing number of Muslim patients and practitioners face complex decisions in clinical and research settings. The overwhelming array of biomedical diagnostic tools, treatment options and spectra of care pathways offer choice, therapy and longevity. These interventions and their outcomes also present complex ethico-legal challenges to notions of personhood, health, illness and spirituality. This programme offers a space for participants to discuss such complexities in an interdisciplinary learning environment, and the opportunity to contribute to future research and development in this field.

The programme consists of six full-day Masterclasses (four remaining) and attracts healthcare professionals, scholars, academics, chaplains, community advocates, policy specialists and students. There are 80 participants enrolled on the programme, which takes place in London, with live streaming for our international participants and recorded access available after each Masterclass.

This role would suit a dynamic candidate who is confident working independently and as part of a small team to shape the progress of a young organisation as it expands.

### Required Skills & Experience

- Knowledge of and interest in themes and discussions related to ethics, healthcare and faith
- Experience of organising events and conferences
- Knowledge of marketing and effective social media engagement skills
- Experience of producing written material including articles and marketing literature
- Knowledge of web development and wordpress (desired)
- Experience and willingness to manage stakeholder and donor relationships
- Ability to work independently from a remote location
- Flexibility with working hours with some weekend commitments

### Tasks

This role involves a combination of administrative tasks supporting the delivery of the masterclasses, as well as helping produce written materials to communicate the proceedings of the masterclasses to generate further research and discussion.

#### Conference Organisation & Management

- Venue booking & logistics
- Speaker and guest liaison and travel arrangements
- Livestream management
- Volunteer management
- Compiling and printing course materials

#### General Administrative support

- Managing emails and correspondence
- Producing project proposals and budgets
- Grant writing

#### Communication & Publicity

- Producing publicity videos, blogs & articles
- Updating website and managing Social Media channels
- Managing online discussions related to the course and other workstreams

#### Further development

- Online forum for Masterclass participants and other stakeholders
- Database directory
- Developing workstreams and other projects

### Benefits

- Coveted experience within bioethics, helping pioneer a unique initiative
- Join a community of diverse professionals and shape future research, training and educational projects.
- Opportunity to work with a broad range of stakeholders and organisations

### Application

Please submit a CV and covering letter to [info@thecim.org.uk](mailto:info@thecim.org.uk) by 18<sup>th</sup> March 2018. Interviews are expected to take place 26<sup>th</sup>-30<sup>th</sup> March 2018. Post start date: week beginning 9<sup>th</sup> April 2018.