

Job Description

Junior Policy & Advocacy Officer

- **Location:** London – Waterloo (SE1)
- **Hours:** Full-time, 35 hours per week (4 days office-based, 1 day hybrid/remote)
- **Reports to:** Head of Policy and Advocacy
- **Salary/Level:** £29,000 –£32K
- **Start Date:** ASAP
- **Contract Type:** Fixed Term Contract, 3 Years

About Muslim Charities Forum (MCF)

Muslim Charities Forum (MCF) is the UK's leading network for Muslim-led charities, strengthening the capacity, voice and impact of nearly 300 organisations. Guided by our pillars of Support, Connect and Represent, we champion excellence, transparency and social justice through resources, capacity-building, research and advocacy.

We work to tackle structural and funding barriers, influence government, policymakers and the wider sector, and build a more sustainable, equitable Muslim-led charitable landscape. Through strategic partnerships and collaborations, we drive systemic change and amplify the contributions of Muslim-led organisations across society.

Role Purpose

The Junior Policy & Advocacy Officer will support the delivery of MCF's policy, advocacy and research work. Working closely with the Head of Policy & Advocacy, they will contribute to policy monitoring, research projects, member engagement, and influencing activities across government, civil society, and the wider third-sector ecosystem.

This role is ideal for an early-career professional with strong analytical skills, a passion for social justice, and an interest in policy, research, and advocacy relating to the Muslim-led voluntary and community sector.

Key Responsibilities

1. Policy Monitoring and Research Support

- Track and summarise relevant UK policy, regulatory, parliamentary and sector developments related to civil society, charity regulation, funding, equity, inclusion and climate-related legislation or sustainability policy, reflecting MCF's commitment to sector-wide awareness of climate action.
- Assist in drafting policy briefings, consultation responses, evidence submissions, and research summaries.
- Support the Head of Policy & Advocacy in compiling data and insights for reports, position statements and strategic documents.
- Conduct desk-based research on thematic issues affecting Muslim-led and minority-led organisations.
- Monitor media commentary relevant to the British Muslim-led Voluntary and Community Sector and contribute to the preparation of responses, in collaboration with the Policy and Communications teams.

2. Advocacy and Influencing Support

- Support engagement with government stakeholders by preparing meeting briefs, background notes, and follow-up materials.
- Help coordinate MCF's involvement in roundtables, APPG sessions, consultations, and external events.
- Maintain databases of stakeholders including parliamentarians, policymakers, think tanks, regulators and sector partners.
- Support public affairs monitoring, including parliamentary questions, debates and committee activity.
- Contribute to MCF's work on climate action awareness and sustainability by supporting advocacy messaging, stakeholder engagement or policy monitoring relating to sustainable practice across the Muslim charity sector.

3. Engagement with Members and Sector Stakeholders

- Assist in organising policy workshops, training sessions, and capacity-building resources for MCF's members.
- Help collect insights, feedback and lived experience from member organisations to inform MCF's policy positions.

- Respond to member enquiries relating to policy, regulation or advocacy support.
- Contribute to resources that help Muslim-led charities navigate regulatory and structural barriers.
- Support member-facing materials and capacity-building related to sustainability, climate awareness, or environmental good practice where required.

4. Communications and Content Support

- Draft accessible summaries of policy developments for newsletters, blogs, briefings or social media (in collaboration with the Communications team).
- Ensure policy messages are communicated consistently and clearly to internal and external audiences.
- Help prepare slides, visuals or short reports for senior-level advocacy engagements.
- Work with the Communications team to contribute to external messaging that aligns with MCF's media monitoring, research findings and sector commentary.

5. Administration, Coordination and Reporting

- Provide administrative support for the policy and advocacy workstream, including scheduling, minutes, organisation of meetings and events.
- Maintain systems for tracking policy work, research outputs and stakeholder engagement.
- Assist with monitoring, evaluation and reporting on the impact of policy activities.
- Ensure compliance with internal processes and external regulatory requirements (e.g., lobbying regulations).

Person Specification

Essential

- 1–2 years' experience (including internships or volunteering) in policy, research, public affairs, community advocacy or a related area.
- Strong understanding of UK political, charity or social policy landscapes.
- Excellent written and verbal communication skills, including the ability to summarise complex information clearly.

- Strong analytical and research skills, with the ability to interpret data and produce evidence-informed insights.
- Good organisational skills, with the ability to manage multiple tasks and meet deadlines.
- Commitment to social justice, equity and strengthening underrepresented communities.
- Ability to work collaboratively in a small, fast-paced team.
- Sensitivity to issues affecting Muslim-led, minority-led or faith-based civil society.
- Awareness of key issues, legislation or trends relating to climate change or sustainability affecting civil society.
- Interest in media monitoring, public messaging or analysing public commentary related to the sector.

Desirable

- Experience working or volunteering within the voluntary sector, community organisations, or advocacy projects.
- Understanding of intersectionality and structural inequalities affecting minority and marginalised communities.
- Experience producing policy briefs, research notes or advocacy materials.
- Familiarity with parliamentary processes or government engagement.
- Lived experience relevant to the communities MCF represents.

Values and Behaviours

- Collaborative, inclusive and respectful approach to diverse stakeholders.
- Proactive, organised and self-motivated, with willingness to learn.
- Integrity and professionalism when representing MCF.
- Commitment to diversity, equity and inclusion.
- Ability to amplify underrepresented voices with care and accuracy.

What We Offer

- Opportunity to develop skills in policy, research, advocacy and stakeholder engagement.
- Mentorship and learning from experienced senior leaders.
- A supportive and inclusive working environment.
- Chance to contribute to meaningful, systemic change within the UK's Muslim-led charity sector.

Application Information

If you are a change maker who wishes to help us empower the sector, please send your CV and a covering letter outlining your suitability for the role to:
info@muslimcharitiesforum.org.uk

We reserve the right to withdraw this role once a suitable candidate is identified.

If you have not heard from us concerning your application within 6 weeks, please assume your application has been unsuccessful.

Interviews: Initial online short interview (stage 1), face-to-face in-office interview (stage 2).

No agencies. UK residents only. Sponsorship is not possible for this post. References will be taken up prior to appointment including relevant ID checks.