



PROGRAMMES COORDINATOR, WEST MIDLANDS

The UK's leading interfaith organisation is looking for an organised and motivated self-starter to lead the project management of programmes across the West Midlands, supporting the existing team to deliver high quality work.

Founded in 1997, the Faith & Belief Forum works to build strong and productive relations between people of different faiths, beliefs, and cultures. Our team in the West Midlands deliver an increasing number of Education and Community engagement projects, connecting people from different backgrounds.

This is an exciting six-month opportunity to manage the West Midlands programming in a post coronavirus lockdown context. You will be responsible for both project and stakeholder management of our Community Dialogue project in Walsall. As one of the five areas chosen to work with the Ministry of Housing, Communities and Local Government you will be part of an exciting project developing new ways of bringing communities together. You will help us build on this success by developing relationships and advocating for our work with other Local Authorities in the region. You will also have the opportunity to oversee the Education programmes in the region with support from the team. You would work with over 80 schools through our Award-Winning Workshops, School Linking and other creative youth projects.

This role involves:

- Working with people from across the organisation to design trainings and workshops, which aim to foster increased understanding and stronger relationships across communities.
- Project managing a myriad of complex and exciting projects.
- Managing senior stakeholders and advocating for our work across the Education and Community engagement sectors, including Walsall Council.
- Working closely with our fundraising team to increase the funding pipeline for 2021/22
- Managing the West Midlands programme delivery team, supporting them to achieve their best

To do this, you will need to:

- Be an effective relationship builder who can confidently build and maintain key partnerships to ensure successful projects.
- Bring experience of community engagement and working on complex projects.
- Be passionate about bringing people from different communities together and supporting volunteers.
- Be willing to work remotely and have flexibility for evening and weekend work.

You will be joining an organisation that embodies the inclusive and welcoming values we want to see in wider society. We pride ourselves on our diverse and collaborative working environment, where your passion and dedication will be rewarded through a flexible [benefits](#) package and ongoing support. At our most recent staff survey, 100% of staff said believe in the aims of the Faith & Belief Forum and 100% enjoy the work they do.

If you feel this role is for you, please visit www.faithbeliefforum.org/about/careers to download the job description and person specification, and information on how to apply.

The deadline to apply is 9am Monday 24 August. If shortlisted, you will be invited to attend an interview on Friday 28 August which will take place via Zoom. We are looking for someone available to start in this role ASAP, preferably no later than the end of September.

We believe in order to effectively serve our beneficiaries; our work must be influenced by a broad range of

voices. Therefore, we actively encourage applications from people who are currently underrepresented in our staff team. This would include BAME candidates and those who identify as Muslim, Sikh, Hindu, Buddhist, and Jain. We celebrate difference and are committed to creating a working environment where everyone is included.

Unfortunately, we cannot accept applications from individuals without the right to work in the UK.

Job Description

Job Purpose: To lead on the delivery of all programmes in the West Midlands, being responsible for establishing effective delivery of existing projects as well as developing new work in the West Midlands.

Salary: £20,292 (pro rata based on FTE £25,366)

Contract: 6 months

Location: Home based with regular travel in and around Birmingham, and occasional travel to London (subject to government guidelines on travelling during coronavirus pandemic)

Hours: 30 hours/four days per week (0.8FTE)

Reports to: Director

Duties and Responsibilities

Specific duties and responsibilities include, but are not confined to the following:

Delivery

- To lead on the delivery of existing projects, and developing new projects to contribute towards delivery of organisational strategy, including (but not limited to):
 - Line management of the two West Midlands Officers
 - Project management of Walsall Community Dialogue project
 - Stakeholder management of key partners, including Walsall Council.
 - Building relationships with Local Authorities and local government in the region.
 - Working closely with Fundraising to increase pipeline of West Midlands for 21/22
 - Overseeing the Education programmes in the region with support from the team.
- To perform administrative and logistical tasks using agreed process and conventions including planning, activity/event delivery,
- To monitor and evaluate delivery, and to assist with the creation of those procedures
- To follow a schedule of reporting requirements for own project and leading on the production of those reports.
- To contribute towards departmental and organisational reports e.g. by providing data and case studies.
- To contribute towards strategy development
- To be aware of, and track expenditure within the agreed budget
- To observe delivery to ensure quality control
- To assist in the recruitment of staff (where appropriate)

Communications & Stakeholders

- To be an ambassador for F&BF, helping raise awareness of the programme and the whole organisation through speaking about our work in public, social media, writing articles/blogs (primarily related to departmental activities).
- To lead on external marketing and communications and contributing towards organisational communications (e.g. event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant F&BF's Policy initiatives
- To lead on some key relationships with stakeholders maintaining the database of contacts

General

- To work with others to help achieve the organisational aims (below)
- To be an active participant in the Team, leading on some organisational initiatives to ensure a good working environment for all staff.
- To contribute towards activities to raise funds, such as developing relationships with existing and potential donors, to support funding application writing, and sharing new ideas.
- To help recruit, induct and support interns
- To generate ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders.
- To undertake other initiatives necessary to ensure the successful implementation of the work of the organisation.

Organisational strategic goals:

- To equip more learners with the skills and tools they need to handle and influence relations between different faiths and beliefs
- To generate stronger community-based movement, with youth at the forefront
- To project the voices of those we support and the impact of our partnership with them

Person Specification

It is essential to have sensitivity to the issues surrounding this area of work and a proven commitment to the aims of the Faith & Belief Forum. We welcome experience and skills from all areas of a person's life, including volunteering, community work, paid work, and education.

You must have experience of the following:

- Project managing complex and large-scale programmes.
- Building and maintaining relationships with senior stakeholders.
- Line Managing junior team members, supporting them to achieve their potential.
- Identifying strategic funding opportunities.
- Facilitating workshops and trainings with a range of different groups.

It would be advantageous to have knowledge of the following:

- Local context of the West Midlands.
- Community engagement and dialogue.
- Peacebuilding and/or conflict resolution methodologies.
- Local Authorities/Councils/local government etc.