



PROGRAMMES COORDINATOR – SCHOOL LINKING PROJECT LEAD

The UK's leading interfaith organisation is looking for an organised and motivated self-starter to lead our school linking and other interfaith programmes across the UK and internationally.

For over 20 years, the Faith & Belief Forum has been running education, engagement, and action programmes that bring diverse communities together. In schools, universities, and community spaces we break down barriers and find ways for people to work together to improve society. We believe that young people should feel confident communicating and collaborating with anybody, regardless of their faith, belief, culture or background.

In this role you would be given the opportunity to work in all of these spaces and across our key regions, London, West Midlands, and the Middle East. This is an exciting opportunity to lead and deliver programming in a post coronavirus lockdown context. In particular, you will be responsible for leading, delivering and developing our regional Schools Linking programme, which includes designing and facilitating teacher training, creating student resources, and building relationships with key stakeholders and school leaders. You will oversee other projects within the team and support the team in all project delivery. You would work with over 80 schools through our Award-Winning Workshops, School Linking and other creative youth and education focused projects.

This role involves:

- Leading and delivering a myriad of complex and exciting programmes
- Managing senior stakeholders and advocating for our work across the Education sector, including Local Authorities
- Leading the team to move current programmes online and innovating new online work that supports our vision and programmatic aims
- Working closely with the Education & Learning Manager to increase the funding pipeline
- Line managing programmes Officers and consultants, 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 leading and delivering on complex projects.
- Be passionate about education and equipping young people with skills for encountering others different to them
- Have experience and skills in facilitation and delivery of training/teaching/workshops
- Be willing to work remotely, have flexibility and be proficient in IT systems

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 on Monday 2 November at 9am. If shortlisted, you will be invited to attend an interview on Monday 9 November via Zoom. Ideally you will be available to start on Monday 16 November.

This is a part time, fixed term contract for one year, to deliver one academic cycle of the Linking Programme. We expect the majority of delivery to take place online due to coronavirus restrictions, but it will be advantageous for candidates to have local knowledge of our key delivery areas of London and/or Birmingham.

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 education and interfaith programmes, being responsible for establishing effective delivery of existing projects as well as developing new work.

Salary: £25,366 + London allowance if applicable

Contract: 12 months FTC

Location: Remote/home-based

Hours: 30 hours/4 days/week (0.8FTE)

Reports to: Programmes Manager, Education & Learning

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):
 - Developing, overseeing, delivering, and evaluating the School Linking programmes in current and new areas
 - Providing support for/and managing staff and facilitators working on School Linking and other projects as required
 - Curriculum and resource development for School Linking
 - Developing, overseeing, delivering, and evaluating other programmes as required
 - Leading the team to move current programmes online and innovating new online work that supports our vision and programmatic aims
- 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
- Recruitment and line management of staff (where required)

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 a variety of stakeholders.
- Designing and delivering workshops and trainings for a diverse range of audiences.
- Creative facilitation of workshops and trainings with a range of different groups, face to face and online
- Working with increased sensitivity, particularly in relation to faith & belief identity.
- Working collaboratively and effectively as a team member.

It would be advantageous to have knowledge of the following:

- Knowledge of British school curricula, including RE and/or Citizenship Education.
- Identifying strategic funding opportunities.