



PROGRAMME COORDINATORS – DIALOGUE PROJECT LEAD

The UK's leading interfaith organisation is looking for two programme coordinators to lead a new project team that will spearhead a ground-breaking dialogue project for faith communities in Birmingham and the London Borough of Barking and Dagenham.

The Faith & Belief Forum has received funding from the Ministry of Housing, Communities and Local Government's Faith to set up projects that bring together people of different backgrounds to work together for a more connected and hopeful future.

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. This funding means we are able to expand our reach to build meaningful relationships between more people than ever before.

These short, fixed term contracts are fantastic opportunities for individuals to lead on the development and delivery of a new and innovative project. Working closely with colleagues in Birmingham and London, one coordinator will lead the project in each region, build relationships with faith communities and create opportunities for them to meet with one another. You will work with schools, places of worship and local councils to help them understand the causes of and work out solutions to social tensions. All whilst supporting emerging young leaders to lead projects within and between faith communities.

This role involves:

- Project managing a myriad of complex and exciting projects.
- Coordinating and leading this new and innovative project and the project team
- Working with people from across the organisation to lead on the design of trainings and workshops, which aim to foster increased understanding and stronger relationships across communities.
- Managing senior stakeholders and advocating for this ground-breaking project.

To do this, you will need to:

- Be an experienced project coordinator/manager, able to pick up and lead this complex project within the short timeframe dictated by the government funder
- Be an effective relationship builder, who can confidently build and maintain key partnerships to ensure successful projects.
- Bring knowledge and experience of working with faith communities in Barking and Dagenham or Birmingham
- Be passionate about bringing people from different backgrounds together.
- Bring a collaborative approach to leading and working with others

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. You must be available to start along with the rest of the new project team on Monday 16 November.

There are two full time, fixed term contracts available which run until the end of the project on 31 March 2021. We expect the majority of delivery will be online for this role, but it would be advantageous to have knowledge of the Barking and Dagenham OR Birmingham areas.

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 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 the dialogue project for faith communities in London Borough of Barking and Dagenham or Birmingham.

Salary: £25,366 + London allowance if applicable

Contract: FTC ending 31 March 2021

Location: Remote/home-based

Hours: Full time (37.5 hours/week)

Duties and Responsibilities

All activities will be undertaken in collaboration with the Programmes Team

Delivery

- To lead on the delivery of the dialogue project for faith communities in London Borough of Barking and Dagenham / Birmingham and contribute towards delivery of F&BF strategy, including but not limited to:
 - Project coordination/management of the dialogue project for faith communities
 - Relationship management of key stakeholders and partners, including faith communities, leaders, and local authorities
 - Leading on the development and delivery of project deliverables including interfaith workshops and community events
 - Liaising with community leaders to develop interfaith projects together
 - Monitoring, evaluation and reporting for the project
- To be aware of, and track expenditure within the agreed project budget
- 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 observe delivery to ensure quality control (where appropriate)
- To recruit and line manage staff as applicable

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
- Looking for ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders.
- Undertaking 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 with multiple priorities and deadlines.
- Building and maintaining effective relationships with a range of senior stakeholders.
- Experience leading and working collaboratively and effectively in a team.
- Supervising junior team members, supporting them to achieve their potential.
- Designing and delivering workshops and trainings for a diverse range of audiences.
- IT competence and experience of hosting conversations or events online (e.g. via Zoom etc.)

It would be advantageous to have knowledge of the following:

- Local context of Barking and Dagenham OR Birmingham
- Interfaith dialogue and/or conflict resolution methods/approaches.
- Local Authorities/Councils/local government etc.
- Monitoring, evaluation and reporting to funders