



PROGRAMMES MANAGER, EDUCATION & IMPACT

The UK's leading interfaith organisation is looking for an organised and motivated self-starter to lead our Education & Learning Team.

The Faith & Belief Forum has worked for over 20 years to build good relations between people of all faiths and beliefs, and to create a society where difference is celebrated. Our vision is a connected and supportive society where people of different faiths, beliefs and cultures have strong and lasting relations.

To achieve this vision, we create spaces in schools, universities, workplaces, and the wider community where people from different faiths, beliefs or cultures can meet and learn from each other. We reach over 16,000 people a year in the UK through our programmes. This kind of direct contact between people is often the most effective way to tackle prejudice and challenge stereotypes – and create understanding and trust between people.

In this role, you will be driving our organisational efforts to ensure learners are equipped with the skills and tools to influence relations between anybody, regardless of their faith, belief, or culture. You will ensure successful delivery and growth of impactful programmes, online and face-to-face, within a new, post-pandemic context.

This role involves:

- Leading on the innovation, design, and development of a range of exciting virtual and face-to-face programmes
- Developing and influencing relationships with key stakeholders across the Education sector
- Leading, motivating, and managing our E&L team to deliver programmes in line with targets, supporting our vision and programmatic aims.
- Leading on implementation of monitoring and evaluation systems and processes, to ensure E&L delivery models are achieving intended outcomes.
- Working with the Income Generation & Engagement Team to increase the public presence of our work and funding pipelines.

To do this, you will need to:

- Bring practical experience of designing, managing, monitoring, and evaluating projects and programmes.
- Be an excellent communicator who can confidently build and maintain key relationships with a range of stakeholders across various levels of seniority.
- Have sensitivity to the issues surrounding this area of work and a commitment to the aims of the Faith & Belief Forum in equipping learners with the skills and tools they need to handle and influence relations between different faiths, beliefs, and cultures.
- Have good attention to detail and be able to process complex information, whilst not losing sight of the bigger picture.
- 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 Tuesday 6 July at 9am. If shortlisted, you will be invited to attend an interview on either Tuesday 20 or Wednesday 21 July via Zoom. Ideally you will be available to start ASAP.

As we look to expand our work geographically, we would also welcome applications from across the UK including regions such as Northern England and Scotland.

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 effectively lead on the development, delivery, and evaluation of high-quality programmes within our Education and Learning department (E&L), in line with the organisation's aims with young people, students, teachers, educators and other stakeholders.

Salary: £24,495 (pro rata based on FTE £30,619) + London allowance if applicable

Contract: Permanent

Location: Flexible

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

Reports to: Head of Programmes

Duties and Responsibilities

The purpose of the Programme Manager for Education and Impact will be to effectively lead on the development, delivery, and evaluation of high-quality programmes within our Education and Learning department (E&L), in line with the organisation's aims with young people, students, teachers, educators and other stakeholders.

Programme Design, Delivery & Evaluation

- To lead on the innovation, design, and development of E&L provision. This includes running effective, evidence-based, and collaborative design/review processes, ensuring all key outputs – including robust assessment measures, delivery and training materials and systems changes - are embedded into our programmes on time, to a high standard.
- Responsible for overseeing and ensuring high quality delivery and growth of Education and Learning programmes, projects, and volunteer engagement, in line with targets.
- Ensuring our CRM platform is used consistently and effectively to monitor, manage, and evaluate all programme activity.
- To work with Head of Programmes to consider & produce reports on the implications of what evaluation data is suggesting.

Staff Development

- Prepare and run regular Programme Review Meetings, documenting staff ideas and team decisions to increase impact and further achieve aims, feeding them back into programme design and quality assurance processes.
- Producing detailed delivery plans and setting clear, tangible objectives with staff members to ensure organisational and delivery targets are achieved.
- To support and help identify opportunities for professional growth and development.
- Recruitment of staff and facilitators.

Communications and Finance

- To identify and develop sustainable relationships with key stakeholders in the interfaith and E&L sector, nationally and locally, for example including SACREs, RE Networks, schools, Trainee Teacher institutions, local authority, and potential and existing donors.
- As an ambassador for our programmes, ensuring clear messaging and communication around E&L work internally and externally, e.g., working with relevant colleagues to develop E&L marketing and communications including event publicity, brochures, exhibition guides, newsletters, social media,

writing articles/blogs.

- To ensure all programme activity is delivered on budget and contractual requirements including funder reporting deadlines are met.
- Oversee the organisation of public engagement activities e.g., events, receptions, and conferences.

General

- To maintain focus of Education & Learning delivery and innovation on achieving organisational aims (below)
- To assist the Head of Programmes with development of F&BF's organisational strategy.
- To model a collaborative, cross-functional working approach, supporting the wider Programmes Team and Leadership Team to work together on organisational initiatives and ensure a positive and supportive working environment for all staff.
- Undertaking other initiatives, tasks, and responsibilities 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.

Essential

- Experience of designing, monitoring, managing, and evaluating social impact programmes, both online and face-to-face.
- Knowledge and experience in the fields of interfaith, community relations, intercultural activity, or a related field.
- Knowledge and experience of UK education system, formal or informal, e.g., schoolteacher or teacher trainer, online training, working with young people.
- Experience in forward planning of delivery and supporting strategic goal setting.
- Excellent communication skills (written and verbal) and the ability to influence colleagues and external stakeholders across all levels.
- Excellent people management skills, and a collaborative approach to leadership.
- Ability to manage stakeholders sensitively and effectively.
- Knowledge and understanding of safeguarding policies and procedures and how to implement them appropriately.

Desirable

- Experience of volunteer management
- Experience of managing a budget for a programme or department.
- Experience of using Salesforce to manage programmes.
- Experience of writing funding proposals.