The Faith & Belief Forum

Formerly 3FF (Three Faiths Forum)

SCHOOLS PROGRAMMES OFFICER

The UK's leading interfaith organisation is looking for a friendly and organised individual to join our Schools Team.

Founded in 1997, the Faith & Belief Forum works to build strong and productive relations between people of different faiths, beliefs and cultures. Our programme of Community events in London, including our flagship Awards events and the London Interfaith Fun Run, celebrate the vital work of grassroots faith and belief groups in the capital and create ways for groups to come together to build relationships across differences.

This role involves:

- Working with schools and volunteers to deliver faith diversity workshops to students
- Researching, engaging, and building relationships with educationalists in London
- Administrative and logistical tasks for schools' projects

To do this, you will need to:

- Have experience of working with children or young people
- Be a clear communicator, able to confidently build relationships with people of different ages and backgrounds
- Have good attention to detail and be able to keep track of information in an organised manner
- Be available to work some evenings, weekends, and bank holidays

You'll 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.

For this role, we are actively reviewing applications and scheduling interviews as we receive applications. If shortlisted, you will be invited to attend an interview. We are looking for someone available to start as soon as possible. We will close recruitment no later than Friday 14 September.

Job Description

Job Purpose: to coordinate and facilitate the delivery of F&BF's workshops in schools, and build our education network in London

Salary: Band B (£25,970 FTE)

Location: Home based, with 50% of working hours in London office or in schools

Contract: Permanent – Full Time (part time can be negotiated for the right candidate)

Hours: 37.5 hours, mainly core hours with some evening, weekend, and bank holiday working for events

Reports to: Programmes Coordinator – Education & Learning

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

Delivery

- To build and maintain a network of schools and colleges in London
- To facilitate F&BF's Encountering Faith & Belief Workshops in London
- To support with administrative tasks, and teacher support, for our Linking programme
- To onboard, train and support our pool of volunteer speakers
- To support professional training and development events for stakeholders, including volunteers, teachers, and partners.
- To perform administrative and logistical tasks using agreed processes 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 projects and lead on the production of those reports.
- To contribute towards departmental and organisational reports e.g., by providing data and case studies.
- To market and promote our education programmes, including writing of marketing materials, dissemination of these materials through website and social media channels, and presenting F&BF's offer to education providers

Communications & Stakeholders

- To be an ambassador, helping raise awareness of the programme and the whole organisation through speaking about our work in public, social media, writing articles/blogs.
- To support external marketing and communications for the Schools Programme, and contribute towards organisational communications (e.g., event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant Policy initiatives
- To lead on key relationships with stakeholders in London, particularly for the Schools Programme, maintaining the database of contacts

General

- To work with others to help achieve the Strategic Goals (below)
- To be an active participant in the Team, leading on some organisational initiatives to ensure a good working environment for all staff
- To look for ideas for innovation, growth, funding, sharing our learning, and sustaining relationships with stakeholders
- To undertake other initiatives necessary to ensure the successful implementation of the work of the organisation
- To support the organisation's Equality, Diversity, and Inclusion strategy.

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

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

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

- Project management experience
- Experience of delivering trainings and/ or facilitating workshops
- Experience working with, and designing and delivering sessions to, children/ young people,
- Experience of, and ability to, develop and manage partnerships between a variety of internal and external stakeholders
- Experience of working with and supporting teachers, school staff and stakeholders within the education sector
- Organised and efficient, with the ability to manage a broad range of changing priorities
- Ability to take initiative and work independently where needed
- Positive, supportive, and collaborative team worker
- Effective written and verbal communication skills including, sensitivity, diplomacy, advocacy, and a high level of professionalism
- Knowledge and understanding of faith and belief communities in the UK, and the wider context/sector
- Excellent IT skills, including skill using Microsoft Office to organise information

Desirable

- Knowledge of RE/ Religion and Worldviews
- Experience developing resources or curricula for students
- Volunteer management
- Experience working with diverse groups, through interfaith/ intercultural dialogue/ projects
- Experience using Salesforce to manage contacts