



PROGRAMMES COORDINATOR, COMMUNITIES

The UK's leading interfaith organisation is looking for a passionate, motivated, and organised individual to join our Programmes team, leading on our community projects and engagement events in London.

The Faith & Belief Forum (F&BF) works to build strong and productive relations between people of different faiths, beliefs, and cultures. Our Community Team deliver a number of high impact grassroots engagement projects and events connecting faith and belief communities across London. Each year we engage over 3000 Londoners in our events.

This is an exciting opportunity to play a dynamic and hands-on role directly working with faith and belief communities, local government officials and senior community leaders, to help grow our community based interfaith movement across London through leading on our large-scale public events.

Through a successful partnership with the Lord-Lieutenant of Greater London Faith Council, we have delivered some of the largest interfaith events in London. This role will continue to lead on our partnership with The Greater London Lieutenancy, through: managing the delivery of high profile public engagement events such as The London Faith & Belief Community Awards, and the Interfaith Fun Run, maintaining and building relationships with Local Authorities and supporting their effective engagement with local diverse faith communities, maintaining and building our network of communities in London, and raising the profile of inspirational work provided by local diverse faith groups.

This role involves...

- Designing, developing, and delivering programmes which provide a platform to celebrate the immense contribution of diverse faith and belief groups to the social fabric of London
- Working independently to build strong and dynamic relationships with communities, Local Authorities, and partners in London
- Advocating for the importance of F&BFs work and projecting the voice of those we work with
- Connecting and collaborating with the wider F&BF team, on fundraising and wider initiatives
- Creating innovative and efficient processes for measuring the impact of our vital work.

To do this you will need to...

- Have a good understanding of event planning and management procedures, and delivering successful large public events



- Have experience in community organising/ mobilising the voices and power of communities
- Have excellent communication skills, and be confident interacting with anyone, no matter their background or level of influence
- Be an effective relationship builder who can confidently build and maintain key partnerships
- Bring experience of maintaining, designing, and implementing marketing and administrative systems (preferably including Salesforce)
- Be passionate about working with and empowering diverse grassroots communities
- Have a presence on, and confidence using, social media platforms to promote a message
- Be willing to work flexibly with some evening and weekend work

Programmes Coordinator - Job Description

Job Purpose: To lead the development and delivery of community engagement projects and events that support and connect communities across London. This includes the delivery of The London Interfaith Fun Run, London Faith & Belief Community Awards, and local community awards

Salary: From £30,093

Contract: Permanent

Location: London based, 50% remote working, 50% in-office or F2F meetings in London

Hours: Full time (37.5 hours/week) (flexibility available)

Deadline: rolling

Interview date: TBC

How to apply: <https://faithbeliefforum.org/career/programmes-coordinator-communities/>

Duties and Responsibilities

All activities will be undertaken in collaboration with the Programmes Team

Delivery

- To lead on the delivery of The London Interfaith Fun Run and the London Faith & Belief Community Awards and other events, including but not limited to:
 - Project coordination and management of associated staff and volunteers
 - Growing the reach of these two large public events, both in community engagement and marketing
 - Relationship management of key stakeholders and partners, including faith communities, leaders, the Council on Faith, local authorities, and media partners
 - Leading on the development and delivery of project deliverables, relationships with funders, and reporting
 - Leading on monitoring, evaluation, design, and development of the projects
- 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, especially in relation to community organising and mobilising the voices of those we work with to effect change
- To line manage the London Community Officer

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, on social media, contributing to website development, 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 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, and contributing to an internal working group (on LGBTQIA+, Racial, or Environmental issues)
- 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 recruit, induct and manage staff and volunteers as needed with safety at the forefront of the planning process.
- 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
- Designing, planning, and delivering large, successful events and/ or interfaith programming
- Community organising/ mobilising the power of grassroots organisations
- Marketing and communications, especially with regards to social media platforms.
- Building and maintaining relationships with a range of stakeholders, using this influence to advocate for a cause or charitable mission
- Working effectively as a team member, as well as being self-motivated and able to work independently.
- Communicating effectively with increased sensitivity, particularly in relation to faith & belief identity
- Experience (either lived or professional) of working with diverse faith groups in London
- Thinking creatively and innovatively, managing changing priorities
- Working remotely

It would be advantageous to have knowledge of the following:

- Line management or volunteer management
- Salesforce or other CRM systems
- Carrying out qualitative and quantitative evaluations to measure impact
- Community engagement, especially in the context of Local Government
- Interfaith/ Intercultural work in London
- Public relations

Benefits:

- 25 days' annual leave, increasing to 27 days after two years of continuous employment, and after three years a bonus day off for your birthday, then increasing to 29 days plus your birthday after five years. Plus, all statutory holidays which employees may swap for their own religious or non-religious festivals or occasions. (Pro rata for part time employees)
- Auto enrolment into a pension scheme with 5% employer contribution, 3% employee contribution
- Free annual flu vaccination
- Paid time off for volunteering
- Eligibility to apply for an extended period of unpaid leave after five years of continuous employment
- Opportunities for interfaith/intercultural experiences and dialogue in the office



- Regular learning, development, and training opportunities
- A flexible working environment, including working from home and time off in lieu of any hours worked outside of contracted hours