

## **INTER FAITH NETWORK FOR THE UK**



### **PROJECT OFFICER**

**Fixed term contract from October 2021 to March 2022  
(possibility of extension, see below)**

**£25,000 - £28,000 pro rata  
depending on experience and qualifications**

**Closing date for applications: 5pm on 20 September 2021**

The Inter Faith Network for the UK has worked since 1987 to promote inter faith understanding and cooperation in the UK. As part of this, it links in membership a wide range of organisations including: national faith community representative bodies; national, regional and local inter faith organisations; and academic and educational bodies. One of its major programmes is Inter Faith Week. IFN is an independent charity funded by faith communities, the Ministry of Housing, Communities and Local Government, and trusts and other donors. Further information about IFN's work can be found at [www.interfaith.org.uk](http://www.interfaith.org.uk).

IFN is seeking to appoint a suitably qualified individual with a strong commitment to its aims, likes working in a small and highly dedicated team and wants to help contribute to building good inter faith relations in the UK.

We particularly welcome applications from black, Asian and minority ethnic candidates as they are under-represented within IFN at this level.

## About the role

The Project Officer will assist on:

- support of local inter faith activity;
- support of national and regional inter faith activity;
- publications, website and social media series;
- Inter Faith Week;
- trust applications supporting areas of IFN's work;
- preparation for, minuting and reporting on meetings of IFN inter faith and educational and academic member organisations and of internal meetings as necessary; and
- other related areas of IFN's work as necessary.

## Qualifications and Personal qualities and skills

### Essential

- Commitment to the goal of helping build good inter faith relations
- 2:2 degree or above or formally recognised equivalent
- A minimum of two years' experience in a similar role or roles
- Excellence in the following skills:
  - Verbal and written communication – with the ability to write fluently, clearly, and succinctly and to summarise material effectively (this will be tested if called to interview)
  - Time management and planning - including working effectively to deadlines
  - IT and social media skills - including proficiency in Excel and Word, use of Facebook, Twitter and Instagram, and ability to learn and adapt to use of new software packages and systems
- Experience of developing content for social media
- Excellent attention to detail
- Diplomatic manner
- Punctuality and conscientiousness
- Ability to work well in a team and to work consultatively with colleagues
- Typing speed of minimum 40 wpm with accuracy (this will be tested if called for interview)
- Ability to undertake occasional travel for work to other locations within the UK

### Desirable

- Knowledge of inter faith and wider diversity issues in the UK
- Experience of writing trust applications
- Experience of report writing
- Experience of taking minutes of meetings
- Experience of data entry
- Basic front-end coding (HTML, CSS etc)

## Employment Information

### What we offer you:

- The chance to engage with faith and inter faith bodies and other types of agencies and organisations.
- The opportunity to strengthen your skills in areas such as inter faith engagement and fundraising
- The chance to work within, and learn more about, the charity and voluntary sector.

**Salary:** The salary will be *pro rata* £25,000 - £28,000 per annum depending on skills and experience.

**Location:** The usual place of employment is at 2 Grosvenor Gardens, London SW1W 0DH. However, home or hybrid working may also be required.

**Hours of work:** The post is full time, 35 hours per week. The usual hours of work will be 9.30am to 5.30pm, Monday to Friday. From time to time it may be necessary to work beyond normal working hours to meet the demands of the job. No overtime payment will be made but time off will be given in lieu.

**Benefits:** There is an entitlement to 20 days holiday, *pro rata*, (in addition to public holidays) the timing of which needs to be agreed in advance in order to take office requirements into account. The post will be covered by IFN's pension arrangements, subject to a successful probationary period.

**Period of employment:** This is a fixed term post from October 2021 to March 2022. There is the possibility that the role may be extended, subject to funding.

**Probationary period:** There will be a probationary period of six weeks, which may be extended.

### Equal Opportunities Policy

The Network aims to be an Equal Opportunities Employer and values the contributions which individuals from different backgrounds and with different life experiences can bring to its work. Since the Network's aims relate specifically to inter religious relations, it has a commitment to developing, consistent with current legislation on discrimination, a religiously diverse staff team.

We particularly welcome applications from black, Asian and minority ethnic candidates as they are under-represented within IFN at this level.

Applicants will be invited to indicate whether they have a disability and need adjustments to enable them to apply for the post, take part in the selection process or carry out the job as advertised.

### Entitlement to work in the UK

All candidates invited to interview will be asked to provide copies of the relevant documentation showing that they are entitled to work in the UK.

**Application process**

Please complete the application form, typing or handwriting in black or dark blue ink, and return this by 5pm on 20 September to Dr Harriet Crabtree OBE at [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk). Please attach with your application a hand signed formal cover letter. Please do not enclose a CV instead of or in addition to the form.

**Queries**

If you have any queries about this post, please email [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk). Please include a phone number.

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