**The Inter Faith Network for the UK**



**Internship**

**October 2019 to March 2020**

**Paid at the London Living Wage**

**Closing date for applications: 26 September 2019**

**Interviews: 2 October 2019**

The Inter Faith Network for the UK (IFN) is offering an opportunity for an internship.

IFN works 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. It shares information and good practice to help support the development of good inter faith relations at national and local level in the UK and also publishes resources for that. Its Faith Communities Forum brings together member national faith community representative bodies.

One of its major programmes is Inter Faith Week [www.interfaithweek.org](http://www.interfaithweek.org), support for which will be a big part of this internship.

IFN is an independent charity which receives support towards its work from faith communities, Government, trusts and other donors. Its Board is chaired by Co-Chairs Jatinder Singh Birdi and the Rt Revd Jonathan Clark. Further information about IFN’s work can be found at [www.interfaith.org.uk](http://www.interfaith.org.uk).

**About the role**

Inter Faith Week

Inter Faith Week takes place from 10-17 November. Before and after the Week, the Intern will assist the Inter Faith Development Officer through activities such as:

* Helping promote involvement in Inter Faith Week
* Finding out about activities taking place through online research and contacting relevant organisations/ individuals directly
* Entering activity information into the Inter Faith Week website
* Drafting social media posts/ series about the Week
* Signposting relevant resources for event organisers
* Sending out Inter Faith Week registration packs
* Checking the accuracy of information submitted about Inter Faith Week activities, including editing for style
* Attending events in different parts of the UK (sometimes unaccompanied)
* Taking photographs/ drafting tweets about activities
* Collecting reports on activities, including photographs, social media posts and written reports after the Week
* Seeking permission to use photographs in IFN publications
* Assisting with drafting a report on the Week
* Assisting with analysis of the range and type of activities, and comparing to data from previous years to help inform longitudinal analysis.

Other

* Liaison, working to the Interfaith Development Officer, with Higher Education and Further Education bodies and youth organisations in relation to Inter Faith Week and also to promote the Connect youth inter faith guide [add link] and youth inter faith engagement more generally
* Support on other areas of IFN’s work as needed, including some event attendance

**Skills and qualities**

Essential

* Commitment to the goal of helping build good inter faith relations
* Degree (2.2 or above), or equivalent
* Some knowledge of inter faith and wider diversity issues in the UK
* Ability to communicate fluently, clearly, succinctly and accurately and to summarise material effectively (written communication skills will be tested if called to interview)
* Good time management and planning - including working effectively to deadlines
* IT and social media skills - including proficiency in Excel and Word, use of the main social media platforms and ability to learn and adapt to use of new software packages and systems
* Research skills – in particular tracking down reliable information online, and through communication with people with relevant expertise/ knowledge
* 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, particularly during Inter Faith Week (10-17 November)

Desirable

* Experience of working with a faith community or communities
* Experience of report writing
* Photography and videoing skills

**Employment Information**

**IFN:**

* recognises and greatly values the significant, positive and practical contribution which interns can make in helping to promote inter faith understanding and cooperation;
* values each individual intern for the skills, experience, enthusiasm and commitment they bring to their work; and
* recognises that an internship must benefit the individual intern as well as IFN and seeks to enable interns to gain a greater understanding of inter faith work in the UK, as well as developing their knowledge and skills in an environment that is inclusive, stimulating, friendly and supportive.

**Who we are:** IFN’s work is described in more detail at [www.interfaith.org.uk](http://www.interfaith.org.uk). IFN is governed by a diverse, multi-faith Trustee board, led by Co-Chairs Jatinder Singh Birdi and Bishop Jonathan Clark. The IFN office is staffed by a small but committed team, led by IFN’s Executive Director, Dr Harriet Crabtree. You can find out more about IFN’s people at <https://www.interfaith.org.uk/about/people>.

**Salary:** The role will be paid at the London Living Wage, currently £10.55 per hour.

**Location:** The usual place of employment is at 2 Grosvenor Gardens, London SW1W 0DH.

**Hours of work:** The post can be for 4 days or 5 days (28 or 35 hours) a week depending on the successful candidate’s preference. The usual hours of work will be 9.30am to 5.30pm. 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.

**Period of employment:** This is a fixed term post until 31 March 2020.

**Probationary period:** There will be a probationary period of 3 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.

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 **26 September 2019**, with a short handwritten covering letter addressed to Dr Harriet Crabtree OBE, Executive Director, Inter Faith Network for the UK, 2 Grosvenor Gardens, London SW1W 0DH. Please do not enclose a CV instead of or in addition to the form.

Queries

If you have any queries about this post, please ring 020 7730 0410 or email [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk).

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