

THE INTER FAITH NETWORK FOR THE UK



10 WEEK MONTH INTERNSHIP (PAID)

Closing date for applications: 5pm on 29 September 2021
Interviews by Zoom: 4 October 2021

The Inter Faith Network for the UK (IFN) is offering an opportunity for a 10 week internship. This internship offers a chance to contribute to the work of IFN, develop skills, increase knowledge of inter faith activity in the UK - and of youth inter faith activity in particular.

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. One of its major programmes is Inter Faith Week www.interfaithweek.org. The internship will include a particular focus on that programme.

IFN is an independent charity which receives support towards its work from faith communities, Government, trusts and other donors. Its diverse Board is chaired by Co-Chairs Mr Narendra Waghela and the Rt Revd Jonathan Clark. Further information about IFN's work can be found at www.interfaith.org.uk.

About the role

In addition to providing support on a number of aspects of IFN's work, such as linking local inter faith organisations and developing web resources on particular aspects of inter faith engagement, the internship will have a focus on Inter Faith Week, including:

- Updating and helping develop materials for the Inter Faith Week website
- Helping on publicity for the Week
- Researching and uploading information about events (early September)
- Assisting on work to engage schools, FE colleges, universities and young professionals with the Week
- Support on Inter Faith Week social media as required

Inter Faith Week is a growing programme and provides a wonderful opportunity to explore different ways that many kinds of organisations from sports bodies and schools to local inter faith groups are developing their engagement with faith and belief groups.

Skills and qualities

Essential

- Commitment to the goal of helping build good inter faith relations
- 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
- Able to work from home and keep in contact with the IFN office
- 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, lockdown restrictions permitting

Desirable

- Experience of working with a faith community or communities
- Experience of report writing
- Photography and videoing skills
- Data entry experience

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. IFN is governed by a diverse, multi-faith Trustee board, led by Co-Chairs Mr Narendra Waghela and Bishop Jonathan Clark. The IFN office is staffed by a small but committed team, led by IFN's Executive Director, Dr Harriet Crabtree OBE.

Salary: The role will be paid at the London Living Wage, currently £10.85 per hour.

Location: The usual place of employment is at 2 Grosvenor Gardens, London SW1W 0DH. However, in light of COVID-19 restrictions, the appointee may need to work from home for all or part of the internship. In such a case they will have to be able to fulfil the requirements of IFN's Lone Working Policy and other relevant policies.

Hours of work: The post is for 5 days (35 hours) a week. The usual hours of work will be 10am to 6pm, with a one hour break for lunch. 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 from 11 October until 17 December 2021.

Probationary period: There will be a probationary period of 3 weeks, which may be extended.

Equal Opportunities Policy

IFN warmly encourages applications from suitably qualified people of all backgrounds.

IFN values the contributions which individuals from different backgrounds and with different life experiences can bring to its work.

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, and return this **by 5pm on 29 September 2021**, to Dr Harriet Crabtree OBE at ifnet@interfaith.org.uk. Please attach with your application a hand signed formal cover letter.

Please do not attach a CV instead of, or in addition to, the application form.

Queries

If you have any queries about this post, please email ifnet@interfaith.org.uk. Please include a phone number.

0921

Inter Faith Network for the UK, charity no. 1068934 company limited by guarantee
no. 3443823 registered in England