### INTER FAITH NETWORK FOR THE UK



### Project OFFICER

**Fixed term contract from July 2019 to March 2020**

**(possibility of extension, see below)**

**£22,000 - £25,000 per annum**

**depending on experience and qualifications**

**Closing date for applications: 28 June 2019**

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 who enjoys a challenge, likes working in a small and highly dedicated team and wants to help contribute to building good inter faith relations in the UK.

**About the role**

The Project Officer will provide support and help develop projects in the areas of local inter faith engagement; communications; Inter Faith Week ([www.interfaithweek.org](http://www.interfaithweek.org)); and other 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
* One year’s experience in a similar role\*
* Excellence in the following skills:
  + communication – with the ability to write fluently, clearly, succinctly and accurately 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
* 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

\*Note: Internships and volunteering experience for national level bodies may be considered if these have been across an extended period.

Desirable

* Knowledge of inter faith and wider diversity issues in the UK
* Experience of communications work within an organisation
* Experience of engagement with local authorities and/or voluntary or community organisations
* Experience of report writing
* Experience of data entry

**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 communication and inter faith engagement.
* The chance to work within, and learn more about, the charity and voluntary sector.

**Salary:** The salary will be *pro rata* £22,000 - £25,000 per annum depending on skills and experience.

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

**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.

**Period of employment:** This is a fixed term post from July 2019 to March 2020. 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.

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 **28 June 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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