

Fayre Share Foundation / Faiths Forum for London (Senior Project Officer)

Background

The Faiths Forum for London (FFL) has been developed to reflect the capital's rich diversity of faith traditions. FFL has embarked on bringing together regional organizations and groups from the nine major faith communities in the capital, local interfaith and multi-faith groups and faith based organizations to foster engagement with public sector agencies.

FFL provides a means of contact and channel of communication between London government bodies and faith communities; provides an additional channel between London's faith groups and thereby supports inter-faith relations; shares good practice; endeavours to be a centre of research on regional policy; and facilitates the development of social policy expertise, networks and civic engagement.

The Fayre Share Foundation is aiming to enhance the efficiency with which the voluntary sector in London operates; to increase the collaboration within the sector and between them and the wider community including business, social enterprise and philanthropy. In February 2011 it delivered the first-ever Mayor's Inter-Faith Conference which brought together people from these different sectors, to discuss how greater collaboration and efficiency can be achieved.

FFL and the Fayre Share Foundation are committed to working together to develop and disseminate best practice in shared community engagement and to communicate the lessons learned from this Initiative to a wider group of interested stakeholders.

Job Description in Summary

The Senior Project Officer is responsible for oversight of all projects, staff, consultants and budgets within both the Faiths Forum for London (FFL) and the Fayre Share Foundation Collaboration Initiative. This includes projects relating to:

- Developing Collaboration between identified sectors in London;
- A Faiths' Social Finance Bond for London;
- A Conference on Social Innovation;
- A Young Faith in Action Prize;
- A 'Watershed' Collaboration Conference in 2012;
- Engaging with Borough Faith Forums;

The role of the Project Officer is to ensure that at all times the interests of the project stakeholders are promoted through the Forum and the Initiative. The Project Officer should promote where possible a consensus through the Forum and ensure consultation on key issues through the Forum and the wider London polity.

The person appointed is expected to have contact with senior politicians, business and community leaders in London as well as being in regular contact with the Mayoral team.

S/he will report directly to a management board consisting of the Chairperson of the FSF and the Co-Chairs of FFL. On a day-to-day basis the Project Officer will report to the one of the Co-Chairs of FFL.

Detailed Job Description

Management Tasks

- Management of the various project strands of the organisation
- Oversee the management of staff and consultants on a day-to-day basis.
- Develop fundraising opportunities in conjunction with the trustee with responsibility for grant-seeking opportunities.
- Manage stakeholder relations internally and externally
- Support projects of Council members as approved by the FFL Council
- Delivery of major conference initiatives including the Collaboration Conference
- Provide professional support for the Faith Social Bond
- To deliver London Youth Prize and Faith Youth Conference

Planning and creative tasks

- Feed into the annual work review of the organisation and the strategic workplan.
- Develop new opportunities for the organisation in carrying out its key function in engaging with public authorities, business and the voluntary sector involved in promoting civic life in London.
- Plan and deliver conferences and seminars in conjunction with stakeholders
- Develop a newsletter for London faith stakeholders

Advocacy and Communicating Tasks

- The Project Officer must be courteous and polite in written and oral communication, and be able to get ideas across in a non-confrontational manner in one-to-one situations and small groups
- The Project Officer will deal with the press and/or other media with a view to promoting and protecting the best interests of projects and prior to doing so, so far as is reasonable practicable, consult with the designated Co-Chair
- The Project must ensure effective communication between faith institutions and agencies and the Mayoralty, London Assembly, GLA, its officers, the LDA and other parts of the GLA family.
- The Project Officer must work in consultations with other religious and ethnic communities to promote community relations and social action in the capital.

Technical Skills

- The Project Officer must be able to work with new media and have an understanding of production of new materials (audio-visual, web and paper-based materials).
- The Project Officer must be able to use standard word processing and database software packages i.e. Office or iWork.

Person Specification

The ideal candidate should have the following experience and skills set:

- 3-4 years experience of project management
- Familiarity with the faith and interfaith sector in London
- Good working knowledge of the public sector and experience in working with both senior politicians and public institutions
- Understanding of strategic partnerships and ways in which the voluntary, public and business sectors work together on community programmes
- Experience of Corporate Social Responsibility or Social Action programmes
- Understanding of issues relating to integration and cohesion in London
- Experience of managing small teams and working with volunteers
- Proven experience of managing large scale events and seminars
- Experience of administering a voluntary sector project
- IT literate

Salary: £30-35.000 per annum

Fixed one year term contract (renewable)