

## 3FF Programmes Coordinator, Workplace & Community

Are you someone with creativity and vision, a real self-starter? Could you lead a growing portfolio of programmes in the community and voluntary sector at the UK's leading interfaith organisation? Are you passionate about volunteer management and training?

3FF runs education, engagement and action programmes that bring diverse communities together. We work to build relations between people of different faiths, beliefs and cultures. Our programmes break down barriers and find ways for people to work together to improve their communities and society.

This is an opportunity to play a pivotal role in the development of new and established streams of work in a growing and ambitious organisation. You'll take on oversight of our voluntary internship programme as well as lead on training in workplace and community settings.

We are looking for a driven and self-starting individual to:

- Grow the [3FF internship programme](#). We're aiming to build the diverse workforce our society needs. You'll upskill over 20 young people from different backgrounds every year with professional and interfaith experience. You'll recruit, train and support our volunteer interns as well as grow the programme
- Lead on a new three-year programme funded by the Sir Halley Stewart Trust. We need you to adapt and deliver our flagship Faith Awareness Training for LGB&T voluntary sector organisations. This will involve building relationships with project partners throughout the UK, project planning and delivery, and ongoing monitoring and evaluation

To do this, you will need:

- An understanding of faith and belief communities in the UK, and knowledge of the voluntary sector
- Volunteer management experience and expertise in training and facilitation
- To be flexible, persuasive and entrepreneurial, with the ability to bring vision and drive forward new projects and ideas
- A real passion for building effective partnerships between faith/belief communities, local institutions, not-for-profit organisations, and others, to help build a movement for social change

You'll be joining an organisation that embodies the inclusive and welcoming values we want to see in wider society. We pride ourselves on our diverse and collaborative working environment, where your passion and dedication will be rewarded through flexible [benefits](#) and ongoing support. At our most recent staff survey, 100% of staff said they are proud to work for 3FF and 100% enjoy working with the people here.



If you feel this role is for you, please visit <http://www.3ff.org.uk/jobs/> to download the job information and details of how to apply.

**The deadline to apply is 9am, 25 September.** If shortlisted you will be invited to attend an interview in our London office in early October. We need someone to start as soon as possible and may close recruitment early, so we urge you to apply as soon as you can.

**We welcome people of all backgrounds**, including people with religious or non-religious beliefs. Current 3FFers identify as agnostic, atheist, Christian, Jewish, Muslim, non-religious and other faiths/beliefs, and we're keen to grow the diversity of our team. Unfortunately we cannot accept applications from individuals without the right to work in the UK.

## **Job Description: Programmes Coordinator, Workplace & Community**

**Job Purpose:** To lead on 3FF's workplace and community programmes

Salary: £27,000-£28,644 (3FF Band C)

Contract: 12 months initially with possibly of extension

Location: London

Hours: Full time (37.5 hours/week)

### **Duties and Responsibilities**

#### **Programme Development and Delivery**

- To lead on the delivery of 3FF's workplace and community projects, including (but not limited to):
  - Developing, overseeing, delivering and evaluating 3FF's community engagement and workplace based projects, including the Internship Programme and Faith Awareness Training for LGB&T Organisations project, and other projects as required
  - Initiating and building relationships with project stakeholders
  - Establishing relationships across community and voluntary sector organisations
  - Utilising an appropriate blend of methods, including arts based approaches
- To contribute towards the development of a robust strategy for 3FF's workplace and community engagement work, in line with 3FF's organisational strategy and 3FF's Education programmes
- To monitor and evaluate delivery, and to assist with the creation of those procedures
- To contribute towards departmental and organisational reports e.g. by providing data and case studies.
- To be aware of, and track expenditure within the agreed budget
- To follow a schedule of reporting requirements for own project(s), and lead on the production of those reports.
- To assist in the recruitment of staff, and to line manage staff (if and as appropriate)
- To observe delivery to ensure quality control

#### **Communications & Stakeholders**

- To be an ambassador for 3FF, helping raise awareness of community engagement programmes and the whole organisation through speaking about our work in public, social media, writing articles/blogs, etc...

- To lead on external marketing and communications for community engagement work, and contribute towards organisational communications (e.g. event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant 3FF Policy initiatives
- To lead on key relationships with stakeholders where required, maintaining the database of contacts

### **General**

- To work with others to help achieve the organisational aims (below)
- To be an active participant in the Team, being involved with some organisational initiatives to ensure a good working environment for all staff
- To contribute towards activities to raise funds, particularly for 3FF's workplace and community based work, by writing funding bids, developing relationships with existing and potential donors, to support funding application writing, and sharing new ideas, with the support of the fundraising and development team
- To help recruit, induct and support interns & volunteers and to develop support structures and workplans
- To generate ideas for innovation, growth and sharing our learning
- Undertaking other initiatives necessary to ensure the successful implementation of the work of the organisation.

#### **Organisational aims:**

- Creating connections between individuals and organisations from different faiths, beliefs & cultures
- Enabling learning and dialogue about lived diversity and interfaith & intercultural communication
- Promoting the public understanding of the complexity of lived faith, belief & culture

## **Person Specification: Programmes Coordinator, Workplace & Community**

It is essential to have sensitivity to the issues surrounding this area of work and a proven commitment to the aims of the 3FF.

### **Essential**

- Knowledge and understanding of faith/belief communities in the UK and the wider context/sector
- Experience of recruiting, training and supporting volunteers
- An engaging and creative approach to facilitating/delivering training
- Experience of, and ability to, develop and manage effective collaborative partnerships with a variety of internal and external stakeholders
- Proven ability to develop and drive forward new ideas and projects
- Ability to effectively work on and manage a broad range of changing priorities
- Expertise and experience in coordinating, connecting and building networks, coalitions and partnerships
- Experience of designing, planning and delivering events
- Effective written and verbal communication skills including, sensitivity, diplomacy, advocacy, and a high level of professionalism
- Enjoy working collaboratively in a team while also comfortable working independently
- IT competence and specific proficiency in Microsoft software

### **Desirable**

- Experience in managing and writing a budget
- Experience in fundraising
- Experience in qualitative and quantitative evaluation