



# 3FF

THREE FAITHS FORUM

## Programmes Officer, ParliaMentors

The UK's leading interfaith organisation is looking for an organised, motivated and supportive individual to deliver our UN award-winning work in universities.

3FF works to build relations between people of different faiths, beliefs and cultures. Our signature offer in universities, [ParliaMentors](#) is a leadership programme where students collaborate to create real social change while being mentored by MPs.

This is an exciting opportunity to play a dynamic and hands-on role in the delivery of the established ParliaMentors leadership programme and the engagement of its Alumni Network.

This role involves:

- Working to develop emerging student leaders from diverse faith and belief backgrounds
- Supporting youth-led social action and liaising with MPs and their staff to ensure an effective mentoring experience
- Oversight of diverse teams of students on designated campuses
- Working with the rest of the team to design and deliver a full programme of training and events to the 45+ students on the programme each year
- Contributing to the strategic thinking and development of new streams of interfaith work in universities and the growth of the existing programme

To do this, you will need to:

- Be a flexible team worker who can confidently build and maintain key partnerships to ensure the continuing success of the programme
- Bring experience of managing programme participants or volunteers
- Be passionate about the key themes of the programme; faith, belief and identity, leadership, politics and grassroots social change
- While this role is London based, you'll be willing to travel to campuses in the Midlands, Nottingham and Manchester too

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 a flexible [benefits](#) package 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 [www.3ff.org.uk/jobs/](http://www.3ff.org.uk/jobs/) to download the job description and person specification, and information on how to apply.



**The deadline to apply is 9am, 18 September. If shortlisted, you will be invited to attend an interview w/c 25 September in our London office. We are looking for someone available to start as soon as possible.**

**We welcome applications from people of all backgrounds** - people with religious or non-religious beliefs are all encouraged to apply. 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.

## What is ParliaMentors?

3FF creates positive relations between people from different backgrounds through our education, engagement and action programmes in schools, universities, local communities and workplaces.

3FF's signature programmatic offer in Universities, ParliaMentors is a UN award-winning leadership programme where teams of students of different faiths and non-religious beliefs collaborate to create real social change while being mentored by MPs.

Through expert-led training, support from local and national NGOs and access to Westminster, ParliaMentors gives students the networks and skills they need to affect real change in their communities, in their careers and in the political arena.

Students on the programme will:

**See politics in action**

**Create social change**

**Develop leadership skills**

**Build networks**

Since 2007, over 400 people have graduated from the programme and now form our vibrant Alumni network continuing to engage in the many opportunities on offer to former participants.

3FF runs ParliaMentors to develop the kind of leaders we believe our society desperately needs; leaders that are young, dynamic, representative of our diverse society, rooted in local communities and able to mobilise others to achieve social change.

Alumni of the programme consistently go on to fulfil this vision, such as Gulwali Passarlay a leading activist and spokesperson for refugee communities in the UK, who published his story 'The Lightless Sky' internationally after graduating from the programme. Similarly Stav Shaffir, who took part in the first year of the programme is the youngest woman MP in the Israeli Knesset.

For more information visit [www.3ff.org.uk/parliamentors](http://www.3ff.org.uk/parliamentors)

## Job Description: Programmes Officer, ParliaMentors

**Job Purpose:** To work with the team to deliver the ParliaMentors leadership programme, with responsibility for designated campuses.

Salary: £24,000-25,462 (3FF Band B)

Contract: Permanent

Location: London

Hours: Full time (37.5 hours/week)

Reports to: Programmes Coordinator, ParliaMentors

### Duties and Responsibilities

#### Delivery & Strategy

- To deliver all aspects of the ParliaMentors Leadership programme, including (but not limited to):
  - Leading on participant and alumni engagement (from the office, remotely or on campus)
  - Participant recruitment, and supporting MP mentor recruitment
  - Participant support, through regular advice & guidance, resolving issues as they arise
  - Overseeing participant social action projects
  - Designing and delivering training and materials
  - Organising parliamentary and community events
  - Overseeing and supporting the activities of the ParliaMentors Alumni Network
  - Building and maintaining relationships with programme partners, including MP mentor's offices, funders, university and community stakeholders
- To perform administrative and logistical tasks using agreed process and conventions including planning, activity/event delivery, finance, tracking expenditure
- To monitor and evaluate delivery, and to assist with the creation of those procedures
- To follow a schedule of reporting requirements for own project, and leading on the production of those reports.
- To contribute towards departmental and organisational reports e.g. by providing data and case studies.
- To contribute towards strategy development (for the ParliaMentors Programme, and organisational)

#### Communications & Stakeholders

- To be an ambassador for 3FF, helping raise awareness of the programme and the whole organisation through speaking about our work in public, social media, writing articles/blogs (primarily related to departmental activities).

- To contribute towards external marketing and communications for the ParliaMentors programme, and organisational communications (e.g. event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant 3FF's Policy initiatives
- To develop and maintain relationships with stakeholders, particularly for the ParliaMentors programme and its Alumni Network, 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, leading on some organisational initiatives to ensure a good working environment for all staff.
- To contribute towards activities to raise funds, such as developing relationships with existing and potential donors, to support funding application writing, and sharing new ideas.
- To help recruit, induct and support interns
- To look for ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders.
- 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 Officer, ParliaMentors**

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**

- Organised and efficient with the ability to manage a broad range of changing priorities
- Positive, supportive and collaborative team worker
- Knowledge and understanding of faith/belief communities in the UK and the wider context/sector
- Knowledge and understanding of the Higher Education sector
- Programme or project management experience
- Experience of working with a social action, community development or volunteering project
- Experience of recruiting, training and supporting programme participants or volunteers
- Experience of, and ability to, develop and manage effective collaborative partnerships with a variety of internal and external stakeholders
- Experience of organising events
- Effective written and verbal communication skills including, sensitivity, diplomacy, advocacy, and a high level of professionalism

### **Desirable**

- Knowledge and understanding of British political systems
- Experience in qualitative and quantitative evaluation
- Experience in fundraising
- Experience in facilitating or mediating discussion and dialogue