

## Programmes Officer, Schools (Linking)

**Are you passionate about equipping young people with the skills and confidence to communicate and collaborate with anybody, regardless of their faith, belief, culture or background? If so, this is an exciting opportunity to deliver 3FF's award-winning interfaith schools work.**

Founded in 1997, 3FF is the UK's leading interfaith organisation. We work with over 100 partner organisations nationally and internationally, and directly reach over 16,000, mostly young people, a year.

This is an exciting opportunity to deliver the 3FF's School Linking project by;

- Building and supporting the relationships between schools and teachers on 3FF's School Linking Programme, liaising with senior leaders, teachers and parents
- Planning, developing and delivering professional development days for teachers
- Planning meetings and events
- Observing link events between schools with young people from different faiths and beliefs
- Playing an integral part in our other school work including our award winning interfaith workshops

We are looking for someone with experience of planning and delivering events and trainings as a formal or informal educator. The ideal candidate will bring experience and knowledge of schools and excellent administrative and organisational skills, as well as the ability to think creatively to join our collaborative schools team.

At 3FF, we aim to model internally the world we want to see externally, and pride ourselves on our diverse and cooperative working environment. Staff members' passion for our aims & objectives is nurtured and rewarded through a flexible benefits package and on-going training and 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.

It is essential to have sensitivity to the issues surrounding interfaith/intercultural work and to have values and beliefs which fit with 3FF's inclusive ethos.

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 Wednesday 31 January.** Shortlisted candidates will be invited to attend an interview week commencing Monday 12 February 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 non-religious or religious beliefs.** We're keen to grow the diversity of our team and particularly welcome applications from Black, Asian and Minority Ethnic candidates as these groups are currently underrepresented in our charity.

*Unfortunately, we cannot accept applications from individuals without the right to work in the UK.*

## **Job Description: Programmes Officer, Schools (Linking)**

**Job Purpose:** To work with the team to deliver 3FF's Schools programmes, with responsibility for the School Linking Project. You will be working with the team and the Programmes Coordinator for Linking on all aspects of programme delivery and development.

Salary: Salary: £24,000-£25,462 (This is a 3FF Band B role)  
Contract: 12 months initially (with potential to extend)  
Location: Kentish Town, North London  
Hours: Full time (37.5 hours per week)  
Reports to: Programmes Coordinator, Schools - Linking

### **Duties & responsibilities:**

Duties include, but are not confined to the following:

### **Delivery**

- To deliver the School Linking project, working across the schools programmes and contributing towards delivery of 3FF strategy including (but not limited to):
  - To build and support the relationships between schools and teachers on 3FF's School Linking Programme (including liaising with senior leaders, teachers and parents). To plan and deliver professional development days for teachers. To support the organisation of Link events by teachers, as well visiting them and providing feedback
  - To assist with the development and delivery of school's workshops and training
  - To assist with curriculum and resource development, catering for teachers and students from primary and secondary school settings
- To perform administrative and logistical tasks using agreed processes and conventions including planning, activity/event delivery
- To monitor and evaluate delivery of School Linking, and to assist with the creation of those procedures
- To follow a schedule of reporting requirements for the Schools Programme and support the production of reports for the School Linking project
- To contribute towards departmental and organisational reports e.g. by providing data and case studies
- To contribute towards strategy development
- To be aware of and track expenditure, within the agreed budget

### **Communications & Stakeholders**

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



# 3FF

THREE FAITHS FORUM

+44 (0)20 7482 9549  
info@3ff.org.uk  
www.3ff.org.uk

Star House  
104 Grafton Road  
London NW5 4BA UK

- To contribute towards external marketing and communications for the schools programme, and organisational communications (e.g. event publicity, brochures, exhibition guides, newsletter, social media), supporting on communications for the School Linking project.
- To be involved with relevant 3FF's policy initiatives
- To develop and maintain relationships with stakeholders, particularly for the Schools programme, maintaining the database of contacts

## General

- To work with others to help achieve the organisational aims
- 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 tasks necessary to ensure the successful implementation of the work of the organisation

## **Person Specification: Programmes Officer, Schools (Linking)**

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**

- Experience of planning and delivering events and trainings as a formal or informal educator
- Organised and efficient with the ability to manage a broad range of changing priorities
- Experience of working collaboratively and effectively as a team member
- Effective written and verbal communication skills including sensitivity, diplomacy and a high level of professionalism
- Attention to detail and accuracy
- IT competence and specific proficiency in Microsoft software
- Ability to work with increased sensitivity, particularly in relation to faith & belief identity
- Demonstrable experience of professional working in an office environment

### **Desirable**

- Knowledge of British school curriculum including Religious Education/Studies and Citizenship Education
- Working knowledge of social media and online communications
- Experience in effective stakeholder management
- Experience in carrying out qualitative and quantitative evaluations
- Formal and/or informal teaching experience an advantage
- Commitment to interfaith work in the UK