

## JOB DESCRIPTION

### PROJECT COORDINATOR



#### About Interfaith Action

Interfaith Action aims to increase understanding, respect and cooperation between people of different faiths and cultures. And more specifically to

1. ..increase opportunities for young people from different faith backgrounds to volunteer together, with mutual benefits for their communities
2. ..empower young people to be leaders of change and promote reconciliation between diverse groups in their communities through volunteering
3. ..celebrate the diversity of London's youth and the positive contribution they make to their local communities

To do this we facilitate dialogue and support regular interaction between students and young people from different faith backgrounds on campus and in the community, through group volunteer projects and events. We predominantly work with 16-25 year olds across London.

#### Responsibilities:

This is a new position funded by the City Bridge Trust & V Match Fund to deliver our programme building bridges, understanding and reconciliation between young people from different faiths; to facilitate dialogue and support student & youth-led volunteer projects on campus and within local communities. The post holder will report to the Project Manager.

#### Specific Duties:

- To promote the project to universities, places of worship and community/youth groups
- To support existing interfaith forums on campus; identifying additional support required, and facilitate the development of new groups at universities (where non already exist)
- Develop and deliver workshops to students and youth participating in our programmes
- Support students to develop and lead group volunteer projects, working closely with local communities and organisations
- Support the ongoing development of our media mentoring project – Interact Magazine
- Organise events and activities as required to encourage networking and celebrate success
- Ensure monitoring and evaluation processes are maintained, and all outcomes and lessons learnt are reported on

#### General Duties:

- To undertake other activities necessary to ensure the successful implementation of the project and of the organization's operation
- Update and maintain website and online resources, and identify new ways to engage young people
- Maintain good communication with partners and other stakeholders involved
- Contribute to the development of the project services and wider activities undertaken by the organisation to facilitate its continued growth

- To work with the Project Manager to identify and secure additional resources and partnerships to continue and develop the project further

**Person specification:**

No specific qualifications or experience is required for the role as training will be provided; however the successful candidate will be able to demonstrate a passion and commitment for the ideals of the organisation, excellent interpersonal and team-working skills and a willingness to learn and to develop with the organisation.

**Essential**

- Demonstrable commitment to the values and mission of Interfaith Action, with a passion for supporting dialogue and interaction between young people from different faith backgrounds
- Degree qualified (or equivalent experience)
- Ability to contact, engage and motivate students & young people
- Confidence and demonstrable ability to manage difficult people and situations
- Ability to work with a wide range of people, particularly with groups from diverse backgrounds
- Excellent IT skills
- Excellent written and verbal communication skills
- Strong interpersonal skills and a professional manner
- Accuracy and attention to detail
- Ability to work independently as well as part of a team

**Desirable**

- Experience of faith, voluntary or higher education sectors
- Experience of working within the voluntary sector, and ideally with young people or students
- Experience of setting up and/or facilitating workshops for students/young people
- Some previous experience managing/coordinating volunteers
- Experience of developing partnerships

**To apply:**

Please e-mail your CV with a covering letter explaining why you are applying, and how you are suitable for the role, by 31<sup>st</sup> August 2009.

For more information or to apply please contact Kat Luckock (Project Manager)

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