# Consultant - Job Description and Person Specification

**Job title:** Consultant
**Location:** The role is based primarily in our Bristol office, with some flexibility to work remotely (but you must be willing and able to work 2 days per week minimum from our Bristol office, which is near to the Hippodrome). You must also be able to travel to Bristol and Reading once a month for a team meeting, for which expenses will be covered.
**Contract:** Permanent
**Hours:** This is a full-time role (37.5 hours per week), but we are very supportive of flexible working and are willing to discuss various working patterns.
**Salary:** £28,387

**All applicants must have the right to work in the UK.**

## Overview

We are looking for a Consultant to join our team and help strengthen and develop our work, with a particular focus on projects in Bristol and the West of England. This role will support the delivery of projects focused on community connection, faith engagement and social change. You will work with partners across local politics, civil society, business and faith communities, and will contribute to research, stakeholder engagement, project coordination and client delivery. You will also help build relationships across a wide range of organisations and communities.

## Responsibilities

The Consultants' main responsibilities will include:

- Supporting a range of projects in the Bristol city and region which contribute towards social cohesion, thriving communities, faith sector engagement, and welcoming newcomers.
- Supporting senior colleagues in their client and stakeholder management as necessary, including with administrative tasks such as meeting preparation, minute-taking, organising events, room bookings and catering.
- Responding to the needs of the team to support wider project delivery, including projects with a national scope.
- Owning and project managing parts of a project and ensuring successful delivery, working autonomously to complete project work where required.

- As appropriate, build and manage relationships with clients and partners, including leaders of community organisations, leaders of faith communities etc.
- Visit partner organisations and community spaces on a regular basis, to provide support and capture learning.
- Lead and support with GFP core tasks to drive the business forward.

To get an idea of the kind of projects you might help deliver, please see https://goodfaith.org.uk/work

## Qualifications and Experience

Key skills and experience required for this role include:

- Track record of supporting and delivering parts of a project
- Experience working with diverse communities, faith-based organisations and voluntary sector organisations, ideally in Bristol
- Ability to work well under pressure and reach set deadlines
- Experience managing relationships with a range of stakeholders from a variety of backgrounds, including a willingness to engage with senior stakeholders in areas including politics, business or faith institutions
- Rigorous attention to detail
- Initiative and good problem-solving skills
- Confident communicator with strong people skills and the ability to build relationships
- Experience in supporting teams and offering help proactively
- Experience of supporting both online and in person events

## How to apply

A fair recruitment process is really important to us. For this reason, we use the Charity Job online application system which anonymises applications. We can therefore only accept applications that come via the CharityJob link. We ask for the following information:

1. A CV
2. In place of a cover letter, a PDF document which contains your responses to the two questions below. Responses should be no more than **400 words per question.**

### Question 1

Describe a time when you worked with people from different backgrounds or perspectives to achieve a shared goal. Tell us about your role and what you learned as a result.

### Question 2

Please tell us about any individuals, experiences, or interests that have shaped your understanding of faith, politics, community or social change.

The application deadline is **5pm** on **Wednesday 25 November 2026**.

## Use of AI

We recognise that AI can be a very useful tool and may play an important role in supporting some applicants, including those who are neurodivergent. However, for these questions, we want to hear your own voice and experiences. We therefore respectfully ask that responses are written by you and not generated by AI.

## Diversity and inclusion

At Good Faith, we recognise the enormous benefits and the social imperative of bringing together diverse groups. We therefore warmly welcome applications from a broad range of backgrounds and experiences. We are committed to making our recruitment process as accessible as possible and are happy to provide reasonable adjustments for disabled candidates at any stage of the process. We also ask all applicants to complete our equal opportunities monitoring form alongside their application. This is optional but is an important part of helping us understand who is applying for our roles and ensuring our recruitment process is fair and inclusive.

If you would like to discuss any reasonable adjustments, or any other aspect of the role before applying, please contact people@goodfaith.org.uk.