

Facilitator & Content Design Manager

Full time, permanent contract.

Location

Based at Rose Castle Foundation offices or remote working with capacity to travel. Strong preference for candidates who have the right to work in the UK. We would consider exceptional candidates who do not yet have this provision.

Salary

£34,000 - £40,000 pa + benefits (dependant on experience and location)

Reports to

Co-Director (Impact and Partnerships)

About Rose Castle Foundation

Our vision is to build a more sustainable peace in some of the world's most polarised societies. We do this by equipping a global network of leaders with the habits and skills they need to act across deep divides and transform unhealthy conflict.

With more than 20 years of experience in the field, we specialise in creating spaces for faith-formed leaders to encounter each other authentically, re-humanising those they no longer see or hear, and working towards a more peaceful future where both sides flourish – one in which their differences still matter.

We work in partnership with organisations that have the capacity to enable long-term, transformational change by supporting tomorrow's leaders to lead through change, chaos and conflict. Our partners include universities, seminaries, houses of worship, faith based and non-governmental organisations, located in a range of the world's most divided contexts.

RCF is receiving unprecedented demand for our work and we are moving from a period of start-up to growth where there are exciting opportunities for the Foundation, our partners, and our team members. We are a close-knit team who support one another and are passionate about our mission. We look forward to welcoming new team members.

About the role

The Facilitator & Content Design Manager is an integral member of the programmes and partnerships team, working closely with the Founder, Head of Programmes, and Co-Director (Impact and Partnerships) to design and deliver impactful products, programmes and resources. The successful candidate will facilitate programmes and support the development of our pedagogy for faith-informed conflict transformation, reconciliation and peacebuilding, which we call the 'Rose Way'.

The Rose Way is designed to equip faith-formed leaders with the skills, tools and character qualities needed to transform conflict at every level of society. It has three pillars: 1) Conflict Transformation skills; 2) 'Deep to Deep' dialogue skills (including the practice of Scriptural Reasoning); 3) the 12 Habits of a Reconciler. Investment in the Rose Way represents a key strategic priority for RCF in the coming years.

Responsibilities

Programme Co-ordination & Facilitation

- Session planning and programme design: Collaboratively design programmes and workshops and prepare detailed session plans with the programmes team and partners. This will include determining programme flow, session objectives, activities, anticipated outcomes and appropriate evaluation metrics.
- Facilitation: Lead the facilitation of programmes, modelling exceptional practice, and creating safe, brave and hospitable environments for differentiated formation and learning.
- Facilitation team management: Assist other team members to successfully facilitate programmes and support the management of external facilitators. Guide the facilitation team as necessary to ensure participants' needs are met.
- Learning: Record and update content post programme to reflect core learnings, observations and further needs for development.
- Pastoral care: Lead participant 'Home Groups' when appropriate if additional support needed in this area. As required, work with the rest of the programme delivery team, including RCF volunteers, to ensure wider pastoral care of participants.
- Coordination: Assist Head of Programmes and the Programmes co-ordinator as required in planning and organising logistical elements of programmes.
- Any other work as may arise from time to time and may reasonably be requested.
- Partnerships management & planning: Develop relationships with key partners across our four sectors. Work with partners to collaboratively design programme objectives, outputs, flow and content. When appropriate, plan and organise trips or events to deepen and develop new partnerships.

Content Design

- Rose Way content development: Support the Founder and wider team to identify and produce new programmatic content for all three pillars of the Rose Way, responding to partners' and participants' contexts, needs and learning priorities.
- Resource production: Work closely with the Communications & Marketing Lead to produce and disseminate high quality products and resources.
- Database management: Collate Rose Way resources in an accessible electronic database, for internal and external engagement.

Monitoring, Evaluation and Learning

- Processes: Work closely with Co-Director (Impact & Partnerships) and Head of Programmes to establish and review our programmatic monitoring and evaluation processes.
- Programme monitoring: Work with the programmes team to gather participant impact data on programmes.
- Data analysis and learning: Support the Co-Director (Impact & Partnerships) to analyse programme evaluation data to evidence impact and ensure learning feeds into future programme, session and product development.
- Data management: Maintain annual monitoring records of programmes and events. Ensure cohort/participant data is captured on Hubspot.
- Reporting: Support the Co-Director (Impact & Partnerships) and Digital Marketing and Communications Officer to produce programme impact evaluation reports and the Annual Directors' Report.

Person Specification

Essential skills and experience

- Experience with group facilitation/teaching/adult education
- Programme design/session planning experience
- Demonstrable knowledge of and interest in religious and indigenous wisdom traditions
- Secure IT literacy: e.g. data base management (e.g. Hubspot), Microsoft 365, Canva

Desirable skills and experience

- Experience facilitating intra- and/or inter-faith dialogue
- Theoretical and practical knowledge of peace education, conflict transformation and/or theory of reconciliation
- Content/product design experience
- Experience working in settings of social polarisation/conflict

Personal Attributes

- Passion for RCF's mission and alignment with its values – modelling our values is a central part of how we work.
- Proactive, motivated, and creative thinker.
- Collaborative team player with excellent interpersonal skills.
- Agile, flexible practitioner able to identify and respond to participant needs
- Excellent written and oral communication skills
- Well-organised and capable of managing multiple priorities effectively.
- Willingness and ability to travel domestically and internationally – approx. 30% for team gatherings, programme and partnership development.

Qualifications

- Preference for BA or MA in Peace and Conflict Studies, Peacebuilding and Conflict Resolution, Religious Studies, Theology, Psychology of Religion, Education, Adult Learning or another relevant field, or equivalent professional experience.
- Consideration will be given to exceptional candidates who do not possess all the desirable skills, experience and qualifications.

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Apply here



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