

Operations Coordinator Avicenna Foundation

Reports to: Chair of Trustees

Location: London office in East London

Salary: Between £40,000 to £45,000 (dependent on experience)

2-year fixed term contract, with the possibility of extension.

Normal hours: Full-time. Working hours are usually 9:00 am to 5:00 pm Mon-Fri, with some evening and weekend work potentially required.

About the Foundation:

The Avicenna Foundation was set up in 2023 to support outstanding young British Muslims by providing them with scholarships for their undergraduate degree. The scholarships are mainly focused on awarding scholarships in the Social Sciences and Humanities for those interested in politics, policy-making and becoming agents of positive change.

Alongside the scholarship, the Avicenna Foundation runs a development programme for the scholars to expand their skills and abilities in various areas like leadership, communication and collaboration.

The Foundation has developed immensely in the first year with the launch of the charity; onboarding of its first cohort of 30 scholars and the development of a leadership programme. It now needs propelling into the next stage as the charity develops to ensure a robust charity structure and programme in place.

Key Responsibilities:

Operations:

- Manage the day-to-day operations of the charity, and manage changes required within programmes and activities as a result of changing external landscapes or contexts.
- Implement strategies for advertising the scholarships, receiving and reviewing applications, shortlisting candidates, conducting interviews, and making final selection decisions. Some of these things are already in place and may need reviewing and enhancing.
- Work with the Scholar Development Coordinator to oversee the leadership development programme, provide guidance and help the programme to grow.
- Maintain regular communication with the scholars, their progress, and address any issues or concerns that may arise.
- Ensure programme objectives and outcomes align with the overall strategy and aims of the Foundation, and are realistic and achievable within timeframes and budgets.
- Organise any events, programmes necessary to the scholars.
- Use data to track progress and drive improvement; proactively manage risks; and ensure effective use of the Foundation's resources and budgets allocated to you.

Governance:

- Provide leadership and guidance to achieve consistency of governance across all of the Foundation's activities, from development, delivery, measurement and evaluation and reporting perspectives.
- Regular communication and updates to the board, prepare board papers and contribute to Trustee meetings as required.
- Create, maintain and ensure continued adoption of governance frameworks, policies and templates.
- Ensure implementation and maintenance of risk registers for the charity and across all programmes.
- Manage finances, budgeting, reporting, and record-keeping
- Prepare the Foundation's annual report.

External Engagement

- Lead on strategic communications by developing and implementing an integrated public affairs and communication plan that are consistent with the goals and values of the Foundation.
- Building and cultivating exceptional diverse reciprocal partnerships across a wide range of stakeholder groups, grounded in delivering impact through collaboration.
- Work with educational partners to enhance the quality and effectiveness of the scholarship programme
- Leverage messaging and networks to positively impact the growth and reputation of the Foundation.
- Strengthen our brand reputation to maximise our impact and reach.
- Help identify, create and develop meaningful opportunities for the young people the Foundation works with.
- Establish an alumni network and support continuous professional development for alumni.
- Produce briefings and critical information for internal and external stakeholders, and review reports, submissions, and letters where appropriate.

Experience and Skills

This is not a prescriptive list, and we do not expect applicants to meet every item outlined below. We recognise that it can be hard to find the ideal balance of knowledge and skills for this role. We are open to what this balance is, so if you are stronger in one or the other area but think you could do the job please still apply, and tell us why the role is right for you.

Required

- An appreciation and understanding of the Foundation's values and vision.
- Outstanding communication skills, both verbal and written, combined with the ability to liaise with senior stakeholders.
- Experience in successful partnership working.
- Excellent interpersonal skills with the ability to build relationships, lead, influence and motivate others.
- Good financial acumen and experience of managing and working within set budgets.
- A proactive, flexible approach, and ability to progress work independently in a fast-paced environment.
- Diplomatic approach and highly self-motivated with a positive and energetic attitude.
- Focuses on what matters most, setting priorities and adapting them where required, with the right level of communication.
- Excellent attention to detail, accuracy and organisational skills.
- Takes satisfaction in delivering work to a consistently high standard, and programmes on time and on budget.
- Communicates clearly and confidently to senior team members, and presents information effectively, at the right time, with the right level of information.
- Plans ahead, anticipates and reacts to change and project needs, and remains flexible and adaptive in the face of change.
- Experience of working to tight deadlines without close supervision.
- The ability to identify personal strengths and weaknesses, and a willingness to develop, adapt and learn
- A passion and interest in developing work streams to support the development of young people.
- A high level of digital literacy to include MS Office, G Suite, social media and other online platforms.

Advantageous

- Knowledge and experience in effective charity governance, with experience working within the charity/non-profit space.
- Understanding of the policy and campaign landscape in the UK as it relates to issues impacting students, young people and Muslim communities.
- Expertise in project/programme management with proven ability to manage complex projects, including the ability to develop and manage budgets, timelines, and resources.
- Structured thinking when working through problems, overcoming hurdles, mitigating risks and dealing with issues.
- Confidence in, and experience in, liaising with a wide range of stakeholders and project participants
- Previous work within areas of young people, local communities, or further education is a plus.

- An understanding of effective safeguarding (training can be provided, but experience an advantage)
- An undergraduate or postgraduate degree in a relevant field.

Please note that this job description is a guide to the work you will initially be required to undertake, but does not cover all of the duties the post holder may have to perform. Responsibilities will evolve over time, in discussion with the post holder.