

PROGRAMMES DEVELOPMENT MANAGER

The UK's leading interfaith organisation is looking for a passionate, motivated, and organised individual to join our Programmes team, leading on the Interfaith Restorative Justice project contributing to the development of the team's Monitoring, Evaluation and Learning (MEL) approach, and the development of new (i.e. relating to RJ) and existing methodologies.

The Faith & Belief Forum (F&BF) works to build strong and productive relations between people of different faiths, beliefs, and cultures. This is an exciting opportunity to lead our first UK wide project, involving partners based in Scotland and England, over the next 3 years. This major new initiative worth almost £500,000 seeks to repair the harm done by faith based hate in the UK by bringing restorative justice (RJ) principles and practice together with interfaith dialogue to experience and forge new approaches to resolving faith-based community conflicts in Solihull and Glasgow. Learning from specific cases, this funding will enable the partnership to create a network of RJ practitioners within the interfaith sector who will promote the wider use of RJ in faith-based hate contexts.

This role will be responsible for managing this project, relationships with partners, MEL, and the dissemination and influence plan (shaping the RJ and interfaith sectors, and decision making, through its findings). Furthermore, leading on MEL in this project will contribute to the development of our methodologies and impact evaluation throughout the programmes team. This will be a pioneering position within the organisation: working with the Head of Programmes & Impact to shape our impact strategy and wider communication of our organisational impact, and the role of improving relations between faith and belief groups for wider social cohesion.

This role involves...

- Designing, developing, and delivering the Interfaith Restorative Justice project
- Working independently to build strong and dynamic relationships with communities, Local Authorities and partners in the interfaith, (RJ), social cohesion and related fields
- Advocating for the importance of F&BFs work and projecting the voice of those we work with
- Connecting and collaborating with the wider F&BF team on fundraising and wider initiatives
- Creating innovative and efficient processes for measuring the impact of our vital work in communities
- Contributing to the development of our impact strategy
- Being responsible for developing our MEL approach in the programme's team through

the case study of the Interfaith Restorative Justice Project

To do this you will need to...

- Have excellent experience and a proven track record managing large scale, complex projects
- Have extensive experience and a collaborative approach to building and maintaining partnerships between organisations
- Have excellent communication skills, and be confident interacting with anyone, no matter their background or level of influence
- Bring experience of maintaining, designing, and implementing MEL systems and approaches
- Be passionate about working with and empowering diverse communities
- Be willing to work flexibly with some evening and weekend work as needed
- Working across teams and line managing others

Programmes Development Manager - Job Description

Job Purpose: Manage the Interfaith Restorative Justice Project and contribute to the development of F&BF's Monitoring, Evaluation and Learning (MEL) approach.

Salary: From £32,344.89 - £38,004.34 FTE

Contract: 2.5 years FTC, with potential to extend

Location: Preferably in the West Midlands (flexibility available depending on candidate)

Hours: 0.6 (22.5 hours) negotiable

Deadline: February 19th, 2024

Interview date: Thursday 22nd February

Duties and Responsibilities

All activities will be undertaken in collaboration with the Programmes Team

Delivery

- To lead on the design, management, and delivery of the Interfaith Restorative Justice Project, including but not limited to:
 - Project management and management of associated staff and volunteers
 - Relationship management of key stakeholders and partners, including faith communities, leaders, the Advisory group, local authorities, and media partners
 - Leading on the development and delivery of project deliverables, relationship with The National Lottery, and reporting
 - Leading on monitoring, evaluation, design, and development of this project
 - Ensuring successful implementation of project plan, setting, and keeping to milestones and timeline, and ensuring objectives are met
 - Building strong cross country and cross sector relationships, particularly with our partners Why Me? And Interfaith Glasgow
- To manage, and track expenditure within, the agreed project budget

- To follow a schedule of reporting requirements for own project and leading on the production of those reports.
- To contribute towards departmental and organisational reports e.g., by providing data and case studies.
- To contribute towards strategy development, especially in relation to Monitoring, Evaluation and Learning, and advise other members of the programme's team on the improvement of their MEL approach
- To lead on the evidence based development of methodology within the programme's team, starting with the intersection between interfaith and restorative justice approaches.

Communications & Stakeholders

- To be an ambassador for F&BF by endeavouring to raise awareness of the programme and the whole organisation by advocating our work in public, on social media, contributing to website development, writing articles/blogs (primarily related to departmental activities)
- To lead on external marketing and communications, and contributing towards organisational communications (e.g., event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant F&BF Policy initiatives
- To lead on some key relationships with stakeholders, maintaining the database of contacts

General

- To work with others to help achieve the organisational aims (below)
- To be an active participant in the Team, leading on some organisational initiatives to ensure a good working environment for all staff, and contributing to an internal working group (on LGBTQIA+, Racial, or Environmental issues)
- 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 recruit, induct and manage staff and volunteers as needed with safety at the forefront of the planning process
- Looking for ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders
- Undertaking other initiatives necessary to ensure the successful implementation of the work of the organisation

Organisational strategic goals:

- To equip more learners with the skills and tools they need to handle and influence relations between different faiths and beliefs
- To generate stronger community-based movement, with youth at the forefront
- To project the voices of those we support and the impact of our partnership with them

Person Specification:

It is essential to have sensitivity to the issues surrounding this area of work and a proven commitment to the aims of the Faith & Belief Forum.

We welcome experience and skills from all areas of a person's life, including volunteering, community work, paid work, and education.

You must have experience of the following...

- A proven track record of project managing complex and large-scale programmes
- Developing and implementing effective MEL systems and evaluating social change programmes
- Building and maintaining relationships with a range of stakeholders, using this influence to advocate for a cause or charitable mission
- Communicating effectively with increased sensitivity, particularly in relation to faith & belief identity
- Experience of working with diverse faith, belief and/or cultural groups
- Hybrid working, with excellent organisation skills, and an ability to self-motivate and motivate and manage others remotely

It would be advantageous to have knowledge of the following:

- Salesforce or other CRM systems
- Data processing and analysis
- Interfaith/ Intercultural work in England and/ or Scotland
- Restorative Justice
- Criminal justice systems in the UK
- Marketing and communications

Benefits:

- 25 days' annual leave, increasing to 27 days after two years of continuous employment plus pro rate entitlement to bank holidays
- Auto enrolment into a pension scheme with 5% employer contribution, 3% employee contribution
- Free annual flu vaccination
- Opportunities for interfaith/intercultural experiences and dialogue in the office
- Regular learning, development, and training opportunities
- A flexible working environment, including working from home