



## WANTED:

### Programme Manager (part-time)

25 hrs p/w. £20,270 p/a (£30,000 pro rata). Job shares considered.

Post confirmed for two years, subject to continued funding.

Interfaith Glasgow (IG) is a multi-award-winning charity promoting positive engagement between diverse communities. We are looking for an organised, dynamic, sensitive, and effective Programme Manager to join our small, committed team. You will be responsible for managing our longstanding, much-loved Weekend Club project, which facilitates an interfaith response to the social isolation experienced by refugees and asylum seekers; and leading on a review of the project and the development of an associated training module. You will also be responsible for managing the Glasgow component of the Interfaith Restorative Justice project, ensuring the timely delivery of project commitments, liaising with project partners and other stakeholders, and raising awareness of our work.

[The Weekend Club](#) involves working with an interfaith team of volunteers, faith communities, and other stakeholders, to deliver monthly events that help people from refugee backgrounds (including families with young children) build social connections and get to know Glasgow and Scotland better. You will be responsible for running the project, involving: managing project staff (currently two others); overseeing the programme of events; managing the budget; keeping appropriate records; managing participant and volunteer data; ensuring volunteers receive appropriate induction and training; raising awareness of the project; and developing links with a range of partners. You will also be responsible for conducting a ten-year review of the project and collaborating in the development of a new training for faith communities interested in welcoming refugees to community events.

The [Interfaith Restorative Justice Project](#) is a partnership between the Faith & Belief Forum, Restorative Justice (RJ) charity Why me?, and Interfaith Glasgow, aimed at bringing RJ principles and practice together with interfaith dialogue experience, so as to forge new approaches to addressing faith-based hate and community tensions in Glasgow and Solihull. You will be responsible for managing IG's component of the project which is focussed on Glasgow and involves: the mapping of community tensions through one-to-one interviews; recruitment and support of community facilitators, who will receive training in restorative approaches and help deliver case studies bringing restorative approaches to bear on incidents of faith-based hate or conflict in Glasgow; and sharing of project learning.





IG is committed to equality, diversity, and inclusion; and we welcome applications from people of all backgrounds. We are also open to applications from people able to commit fewer hours who may be interested in a job share. If this applies to you, please specify in your application the number of hours per week that you would have available for the role and tell us if there is a particular aspect of the role that interests you most.

For more information about the work of IG, please visit: [www.interfaithglasgow.org](http://www.interfaithglasgow.org) or view our most recent annual update: <https://interfaithglasgow.org/publications/>

## **Main Tasks:**

### **Weekend Club**

1. To manage the Weekend Club project, including: working with the Project Leader and potential partners to map the year's activities; managing the budget; record keeping; training development and provision; project evaluation; and stakeholder engagement
2. To line-manage the Project Leader and sessional staff, providing suitable support for them as they manage the volunteer team to plan, deliver, and evaluate monthly Weekend Club events and activities. This support could include attending monthly volunteer meetings; assisting in the smooth-running of the events themselves (usually monthly on a Saturday); the collection and recording of participant and volunteer feedback; sending invitations; liaising with event partners, etc.
3. To raise the profile of the Weekend Club and build networks and relationships by liaising with faith communities, refugee support agencies, and others. This will include communicating regularly with stakeholders and could include delivering talks and presentations and representing the Weekend Club at external events.
4. To lead on the delivery of a 10-year review of the project, involving engaging with Evaluation Support Scotland and consulting with: volunteers, participants, refugee support organisations, community groups, and faith communities, so as to better understand the project's place within an evolved refugee support landscape and better demonstrate its unique approach.
5. To work with the Project Leader to devise a new training module for faith communities wishing to welcome refugees to their events and activities.
6. To lead on supporter-based fundraising initiatives and assist in sourcing and applying for project funding, as necessary, to support the ongoing delivery of the project.

### **Interfaith Restorative Justice Project**

1. To work with IG's Development Director to provide project management of the Glasgow component of the Interfaith Restorative Justice Project, ensuring that Interfaith Glasgow is fulfilling its duties and responsibilities in a timely manner.
2. To conduct one-to-one interviews as needed to support project delivery.
3. To assist with the recruitment of the Glasgow-based volunteer Community Facilitators and to lead on their coordination.
4. To support the Community Facilitators to engage in training and facilitation opportunities that arise through the project (their training and expert RJ support will be provided by project partners).
5. To work with the Development Director and project partners to identify suitable case studies, ensuring the timely design, development, delivery of Glasgow-based case studies by the Community Facilitators.
6. To identify opportunities for promotion of the project and develop content as necessary for project communications.
7. To keep appropriate records and source information needed for the project evaluation.

### **General**

8. To help develop a strong presence for IG across our social media and fundraising platforms.
9. To ensure all project records including our participant databases are kept up to date and GDPR compliant.
10. To represent IG at meetings, seminars, and conferences, and contribute to consultation work and training, as necessary.
11. To lead on or contribute to progress reports and updates for management, funders, supporters, and other stakeholders, as required.
12. To undergo supervision and training as required by line manager.
13. To undertake other relevant duties, as required.

### **Person Specification**

#### **Essential**

1. Experience of—and enthusiasm for—working with people from diverse religious and cultural backgrounds.
2. Strong motivation to develop good relations between people of different religion and belief backgrounds and an affinity with the aims of both the Weekend Club and the Interfaith Restorative Justice Project.
3. Good religious literacy and respect for—and sensitivity towards—people of different religious traditions and cultures.

4. Good project management skills, including strong planning, organisational, and administrative skills.
5. Excellent communication skills, both oral and written; and strong networking skills.
6. Good general IT skills (including use of MS word, Excel, and online platforms).
7. Experience of using social media and enthusiasm for its potential to reach new audiences.
8. Experience of updating websites or a willingness to learn.
9. A good home internet connection (for candidates wishing to work partly at home).

### **Desirable**

1. Experience of facilitating constructive dialogue between people from a range of different religious and cultural backgrounds.
2. Experience of managing staff and volunteers.
3. Experience of conducting one-to-one interviews.
4. Strong research, evaluation, and report-writing skills.
5. Experience of managing budgets.
6. Good fundraising skills including writing grant applications and using online funding platforms.
7. Experience of building relationships with diverse partner organisations and other stakeholders.
8. Experience of developing and delivering training.
9. Knowledge of additional languages, such as Arabic, Urdu, or Punjabi.
10. Experience of working with people from refugee backgrounds and understanding of negative social issues facing asylum seekers, refugees, and new migrants.
11. Knowledge and understanding of some of the tensions affecting relationships between diverse religious communities and of current trends in religiously aggravated hate incidents.
12. Knowledge and understanding of the benefits of restorative practice.
13. Experience of—and enthusiasm for—communicating ideas to groups of people.
14. Experience of working in community settings with both adults and children.
15. Experience of using Zoom.
16. Availability to attend a three-day RJ residential training near Glasgow currently planned for 4<sup>th</sup>-6<sup>th</sup> November.

### **Location**

IG's office is in Springburn and you will be generally be expected to spend at least some of your weekly hours in the office. The work will also involve travel within Glasgow.

### **Lines of Accountability**

You will be line-managed by IG's Development Director.

**Salary: £20,270 p/a (£30,000 pro rata)**





### **Hours, Duration, Holidays**

25 hours per week, including occasional evenings and weekend work (Weekend Club events take place roughly monthly on a Saturday and you would be expected to attend most of them). There are TOIL arrangements, but no overtime payments. The days on which you work will be negotiable. This post is currently confirmed for two years, subject to continued core funding. IG staff are entitled to 25 days annual leave and 10 public holidays, pro rata.

**Ideal Start Date: Week beginning 28th October 2024**

### **Applications**

If you wish to apply for this post, you will need to submit the following two items via **email**:

**(1) A covering letter.** Please explain why you want the post and give a detailed account of how you meet the criteria given in the person specification above.

**(2) Your CV.** Please include details of at least two referees. These should – ideally – be people who have known you in a work context. (We will not contact your referees without your permission.)

Please note we *\*cannot\** accept applications by post.

Applications and enquiries should be addressed to Dr Magdalen Lambkin, Development Director, [magdalen.lambkin@interfaithglasgow.org](mailto:magdalen.lambkin@interfaithglasgow.org)

**DEADLINE: Monday 30<sup>th</sup> September 2024** (applications received after **midnight** on this day will not be considered)

**Interviews:** Interviews will be held on Tuesday 8<sup>th</sup> and Wednesday 9<sup>th</sup> October. If you cannot be available on those days, please let us know your closest availability to those dates in your covering letter.

NB: Appointment to this post may be subject to a satisfactory PVG check.

