



## WANTED:

### Events and Outreach Assistant (freelance, part-time)

7 hrs p/w. £12.30 p/h.

Funding for post confirmed till 30/09/21, with the hope of renewal thereafter.

Interfaith Glasgow (IG) is a multi-award-winning charity promoting positive engagement between diverse communities. Although, due to coronavirus, our small, dynamic team is currently working from home, we are busier than ever, building community and challenging prejudice through innovative online programming. Among IG's core programmes is our Weekend Club (WC) initiative. Established in 2015, the WC is an interfaith response to the social isolation experienced by many refugees, asylum seekers, and new migrants. It involves working with an interfaith team of volunteers to deliver events (currently online) that help newcomers build social connections and get to know Glasgow and Scotland better. The WC is now in an exciting phase of development and we are seeking an enthusiastic freelance Events and Outreach Assistant to assist in: the planning, delivery, and evaluation of WC events and activities; raising awareness of the WC among diverse faith communities, refugee support agencies, and other stakeholders; and supporting collaboration with a range of event partners.

IG is committed to equality, diversity, and inclusion; and we welcome applications from people of all backgrounds.

For more information about the work of IG, please visit:

[www.interfaithglasgow.org](http://www.interfaithglasgow.org)

or view our most recent annual update:

<http://interfaithglasgow.org/wp-content/uploads/2020/06/Flourish-2020.pdf>

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World Interfaith  
Harmony Week  
Bronze Medal  
2018



ETHNIC MINORITY  
IMPACT  
AWARDS  
2019  
Community Development Award

OSCR  
Scottish Charity Regulator  
[www.oscr.org.uk](http://www.oscr.org.uk)  
Registered SCIO  
SC046525

## Main Tasks

1. To assist in supporting the volunteer group to plan, deliver, and evaluate monthly WC events and activities, initially online (most likely until at least March 2021) and in person thereafter, under the supervision of the WC Programme Manager. This will include attending monthly volunteer meetings and assisting in the smooth-running of the events themselves and the collection and recording of participant and volunteer feedback; and could include: sending invitations, organising venues and catering, liaising with event partners, etc.
2. To facilitate conversations and/or group work between people from diverse religious and cultural backgrounds (WC participants and volunteers)
3. To raise the profile of the WC, recruit volunteers and participants, 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 WC at external events
4. To help develop a strong presence for the WC across IG's social media platforms
5. To work with volunteers to keep our participant database up to date and to assist with other administrative tasks, as required
6. To assist in sourcing and applying for project funding, as necessary, to support the WC
7. To represent IG at meetings, seminars, and conferences, as necessary
8. To contribute to progress reports and updates for management, funders, supporters, and other stakeholders, as required
9. To undergo supervision and training as required by line manager
10. 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. (People from refugee backgrounds are actively encouraged to apply.)
2. Experience of planning events and activities within a budget (these could be local community or faith community)
3. Good religious literacy and respect for—and sensitivity towards—people of different religious traditions and cultures
4. Experience of working with volunteers, either as a volunteer, or as a supervisor
5. Good project management skills, including strong planning, organisational, and administrative skills
6. Excellent communication skills, both oral and written
7. General IT skills (including MS Office and email) and a willingness to learn new ones
8. Some experience of using social media or a willingness to learn
9. Strong motivation to develop good relations between people of different faith backgrounds and enthusiasm for the aims of the WC
10. A good home internet connection

### Desirable

1. Experience of facilitating constructive dialogue between people from a range of different religious and cultural backgrounds
2. Experience of supporting volunteers
3. Knowledge of additional languages, such as Arabic, Urdu, or Punjabi
4. Experience of working in a team environment
5. Understanding of negative social issues facing asylum seekers, refugees, and new migrants
6. Experience of speaking to groups
7. Experience of using Zoom

### Location

Initially you will be working from home, but IG's office is in Springburn and, once it becomes safe to do so, you will 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 Programme Manager.

## Fee and hours:

You will be self-employed and will be contracted for an average of seven hours per week. These hours may include occasional evening work and will include regular weekend work. You will be paid £12.30 p/h, upon IG's receipt of your monthly invoice.

**Ideal Start Date:** week starting 16<sup>th</sup> November

## 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.

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

Applications and enquiries should be addressed to Dr Rose Drew (CEO):

[rose.drew@interfaithglasgow.org](mailto:rose.drew@interfaithglasgow.org)

**DEADLINE: 25<sup>th</sup> October 2020** (applications received after **midnight** on this day will not be considered)

**Interviews:** Interviews will be held in the week starting 2<sup>nd</sup> November

**NB:** Appointment to this post will be subject to a satisfactory PVG check