



## **WANTED: Project Officer (freelance, part-time)**

Min. 10 hrs p/w up to a max. of approx. 20 hrs p/w. £13 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. We are seeking a competent and enthusiastic freelance Project Officer to join us. You will initiate, facilitate, and support initiatives which promote friendship-building, dialogue, and cooperation between people of diverse religions and beliefs. Whether coming from a background in interfaith engagement, religious studies, or community work, you will share our vision of a more harmonious city for all and bring your experiences, skills, and energy to the role, helping to increase our reach and impact.

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>

### **Main Tasks**

1. To plan, deliver, and evaluate interfaith events and activities (which could include occasional work with young people), initially online (most likely until at least March 2021) and in person thereafter
2. To facilitate conversations and/or group work between people from diverse religion and belief backgrounds

Flemington House (2<sup>nd</sup> Floor)  
110 Flemington Street  
Springburn  
Glasgow  
G21 4BF

T. 0141 558 0778 E. [info@interfaithglasgow.org](mailto:info@interfaithglasgow.org) W. [www.interfaithglasgow.org](http://www.interfaithglasgow.org)

World Interfaith  
Harmony Week  
Bronze Medal  
2018



3. To liaise with stakeholders to promote IG's programmes, as necessary
4. To support volunteers, as necessary
5. To liaise with people from across faith and belief communities to encourage involvement in the work of IG
6. To liaise with organisations from the public, private, and voluntary sectors to promote interfaith understanding and engagement; and to encourage awareness of—and involvement in—the work of IG
7. To assist in sourcing and applying for project funding, as necessary, to support the delivery of IG's activities
8. To assist with administrative tasks such as minute-taking, as required
9. To represent IG at meetings, seminars, and conferences, as necessary
10. To update the website and social media, as necessary, to promote the of the work of IG
11. To contribute to progress reports and updates for management, funders, supporters, other stakeholders, and the media, 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 planning events and activities within a budget
2. Good religious literacy and respect for—and sensitivity towards—people of different religious traditions and cultures
3. Self-motivation
4. Experience of facilitating group work, including planning sessions, running them, and evaluating progress
5. Good project management skills, including strong planning, organisational and administrative skills
6. Excellent communication skills, both oral and written
7. Excellent networking skills
8. Good general IT skills including use of MS Office and email
9. Good understanding of and enthusiasm for social media
10. Strong motivation to develop good relations between people of different faith backgrounds
11. A good home internet connection

## Desirable

1. Degree or equivalent in religious studies, community development, or related subject
2. Experience of supporting volunteers
3. Experience of facilitating dialogue between people from a range of different religious and cultural backgrounds
4. Knowledge of additional languages, particularly Arabic, Urdu, Punjabi
5. Experience of updating websites
6. Experience of using Zoom, email marketing services, and graphic design software

## 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.

## Lines of Accountability

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

## Fee and hours:

You will be self-employed and, by agreement, will be contracted for a minimum of 10 hrs and a maximum of approximately 20 hrs per week (to be agreed). These hours will include occasional evening and weekend work. You will be paid £13 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

