



***Forum for Discussion of Israel and Palestine (FODIP)***

**Development Officer (Part-Time)**

An exciting opportunity has arisen to join the FODIP team as a **Development Officer**. This is a unique post that offers a meaningful entry point into the charity and interfaith sectors, with a particular focus on fundraising, relationship-building, and resource development. The Development Officer will work closely with the Programme Director and Trustees to expand FODIP's reach, develop the organisations services, identify new opportunities for partnership, and build sustainable income streams. The role also involves supporting communications and training development, helping to secure the organisation's long-term impact and visibility.

**Salary:** £15,000 per annum for 17.5 hours per week (0.5 FTE)

**Location:** Hybrid – Manchester office once a week and remote working

**Contract:** Part time, fixed-term from May 2025 – May 2027, with possibility of extension subject to funding

**Key areas of responsibility include:**

- Fundraising and income development
- Building relationships with new partners and communities
- Grant applications and donor engagement
- Marketing and resource development
- Supporting training and outreach initiatives
- Supporting the Programme Director
- Development of FODIP brand including website and social media messages

**Job Description**

The Development Officer will work both remotely and from the Manchester office at least once a week. This is a challenging and strategic role, requiring sensitivity and understanding of religious approaches to the Holy Land, as well as a commitment to interfaith dialogue between Jews, Christians and Muslims in the UK. The successful applicant will need to be self-motivated, capable of working independently and confident in making decisions that align with FODIP's vision and values.

## **Main Duties and Responsibilities**

- Work with the Director to identify new communities, networks, and thematic areas for partnership and programme growth.
- Develop and implement fundraising strategies to build sustainable funding streams, including commissions and delivery of services together with applications, donor engagement, and community fundraising.
- Develop a payment schedule for training and other services provided by FODIP
- Develop the training and other services offer for; organisations, councils, local and central government and education institutions
- Research, write, and submit compelling grant applications and funding proposals.
- Build and maintain relationships with funders, donors, partners, and supporters.
- Support the creation and dissemination of communications materials (e.g., brochures, newsletters, digital content) to engage stakeholders and promote FODIP's work.
- Assist in developing training programmes for trustees, staff, volunteers, and other key stakeholders.
- Create donor updates, impact reports, and development strategies.
- Work with the Finance Officer, Project Manager and Programme Director to ensure alignment between financial strategy and fundraising efforts.
- Attend trustee meetings (online or in person) and contribute to FODIP's overall strategic planning.
- Help maintain visibility across networks, conferences, and platforms relevant to interfaith and conflict resolution and reconciliation work.
- Fundraising, grant applications, donor engagement.
- Resource development and marketing (creating and dissemination of materials)
- Establishing new training programmes and developing existing resources in a digital format
- Creating training packages as a form of income generation.

## **Person Specification**

### **Essential:**

- Strong commitment to interfaith dialogue and FODIP's mission
- Experience in fundraising, particularly in trusts and foundations, within a charity or community context
- Excellent written communication skills and proven ability to write persuasive funding applications
- Strategic thinking with the ability to identify and develop new opportunities
- Strong interpersonal skills and confidence engaging with a wide range of stakeholders
- Excellent organisational and self-management skills

- Willingness to work independently and flexibly within a small, passionate team
- Experience in training and development for organisations

**Desirable:**

- Experience supporting communications or marketing strategies
- Knowledge of UK fundraising regulations and the charity sector
- Familiarity with faith-based or community-led initiatives
- Experience with creating digital resources

**Terms of Appointment**

- £15,000 per annum for 17.5 hours per week (0.5 FTE)
- Hybrid working – working from the Manchester office once a week and remote working
- Part time, fixed term May 2025 – May 2027, with possibility of extension subject to funding (*The role will be subject to a six-month probationary period, during which performance and suitability for the position will be reviewed*)
- Expected to attend trustee meetings when required (remote or in person)
- Trustees reserve the right to request timesheets to monitor hours
- Support provided by the Programme Director and Board of Trustees

This job description is not exhaustive and may be subject to reasonable changes, in agreement with the post-holder, to reflect evolving needs.

**How to Apply**

To apply for this position, please send the following documents by email to **admin@fodip.org.uk**:

1. A current CV
2. A covering letter (no more than 2 pages) outlining your interest in the role and how your experience meets the job description and person specification

**Deadline for applications:** *Monday 12th May 2025 at 5:00pm*

**Interviews will take place on:** *Wednesday 21st May 2025* at the FODIP office in Manchester  
If you would like to arrange an informal conversation about the role before applying, please contact **Sadia Akram** on [admin@fodip.org.uk](mailto:admin@fodip.org.uk) .

FODIP is an equal opportunities employer and welcomes applications from people of all backgrounds, faiths, and communities. We are committed to creating a diverse and inclusive working environment.

## **FODIP (The Forum for Discussion of Israel and Palestine)**

**is a registered CIO (1189476), established in July 2008 to improve interfaith relations in the UK in the context of the Israeli Palestinian issue.**

### **Our Goals**

- To enable Jews, Christians, Muslims – and those of other faiths and none – to talk positively and sensitively together about Israel/Palestine;
- To create and maintain safe spaces for difficult conversations;
- To promote mutual trust as the foundation for building good relations;
- To provide opportunities to share and to listen to different perspectives;
- To engage with challenging discourse

### **Our Values**

Promoting understanding, empathy and respect between individuals and communities, valuing our common humanity.

### **Our Parameters**

- Independent of any one faith or religious body.
- Embedded in the UK conversation.
- No one shared political position on the Israeli/Palestinian conflict.
- Transparency in meeting our goals and values, especially in relation to funding.

*FODIP is an Equal Opportunities Employer, which means we respect and value all candidates based on skills, abilities and qualifications. We welcome people from all backgrounds and communities, and do not discriminate in relation to race, age, religion, sexual orientation, gender identity, physical or mental disability. We are committed to creating a diverse and inclusive working environment.*