

FODIP Project Manager, Greater Manchester, 0.5

**FODIP - the leading interfaith expert charity on dialogue in the UK on Israel and Palestine - is currently seeking to appoint a part-time Project Manager for a 24 month contract.**

This is an exciting new post which offers an excellent introduction to the charity sector, the field of inter faith relations and issues of conflict management.

The Project Manager will be responsible for the management and delivery of the Tough Options Moving Forward project. This is an innovative project working with young people from faith traditions in the North West of England and in Northern Ireland exploring and managing conflict.

The job holder will have overall responsibility, working closely with our partners in Northern Ireland.

Fixed term contract from March 2022 - March 2024

Salary: £30,000 p.a. Pro rata

Hybrid working with flexible working

**Interview Date: Weds February 9th**

**Closing date for applications: Weds February 2nd**

Project Coordinator/Manager will work partly from home and partly from the FODIP office in Manchester.

**Job description**

This is a challenging role, and requires sensitivity and some 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 without direction and willing and able to take decisions on behalf of the organisation.

 **Job specification: Main duties and responsibilities are to:**

* Oversee the logistics and delivery of project work - including responding to changing requirements arising from Covid measures.
* Agree and administer the timetable of workshops, planning meetings and seminars.
* Liaise closely with colleagues in Northern Ireland and with the facilitators and trainers, ensuring efficient delivery of workshops, identifying any gaps in skill-bases, and sourcing, where necessary, appropriate contributors.
* Maintain regular contact with community leaders and other bodies involved with the project.
* Ensure delivery of surveys and evaluations, providing administrative support to the researchers.
* Work to create, build and develop strong relationships with education institutions, partners, faith institutions, faith and community leaders and potential young leaders
* Support and manage the social media strategy and accounts.
* Maintain record keeping, especially regarding all financial transactions.
* Contribute to the strategic development of the project, alongside the Programme Director.
* Maintain regular communication with participants, and assist in devising strategies for monitoring progress.
* Have day-to-day management of the project budget, as agreed with the Programme Director and Hon Treasurer.
* Maintain regular and effective communication with colleagues at all levels, attending briefings, preparing and delivering briefings when required.
* Maintain contact with the project funders, providing information and updates as required.

Hours will be for the role holder to manage but must constitute 0.5 of the working week or 17.5 hours. Trustees reserve the right to ask for timesheets to be completed. The Project Manager will be expected to attend trustees’ meetings (currently 3/4 times per year) as part of this. (These may be held in person or online.)

This job description is not exhaustive, but is provided to assist the post-holder to know what their main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the post-holder. Support will be provided by the Programme Director and volunteers.

The post holder should be able to travel to Northern Ireland if required to do so.

 **Person specification**

**Essential**

* Ability to work on own initiative, while relating well to other members of a team.
* Sound and effective communication skills.
* Ability to work to deadlines.
* Awareness of issues of confidentiality.
* Familiarity with word processing, email and spread-sheet programmes on PC or Mac, such as Microsoft Outlook and Excel
* A demonstrable ability to handle figures accurately.
* A sympathetic approach to people from a range of faith traditions.
* A willingness to work with Zoom/Team platforms.
* Permission to work in the UK.

 **Desirable**

* An understanding of specific needs of religious/traditional communities
* Administration and project management experience
* Demonstrable knowledge of safeguarding issues
* An interest in global affairs, especially relating to Israel/Palestine.

 FODIP is an equal opportunities employer.

 This project is funded by the National Lottery Community Fund.

**How to apply**

* By letter – no more than 2 sides of A4 – stating how you meet the criteria and what skills or experience you could bring to the role.
* With a CV
* The names and contact details (‘phone and/or email) of 2 referees.

**Please email your application no later than 5pm on** **Wednesday, February 2nd**

to: admin@fodip.org.uk.

Please put your initials and Application in the Subject line of the email.

Thank you.

[**FODIP**](https://www.fodip.org.uk/) **(The Forum for Discussion of Israel and Palestine)**

**is a registered charity (1189476), established in July 2008 to improve inter faith 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**

**Manchester Multifaith Centre**

**Unit 18, The Wesley Centre**

**Royce Road**

**Manchester M15 5BP**

**Reg. Charity 1189476**

[www.fodip.org.uk](http://www.fodip.org.uk/)

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