The Forum for Discussion of Israel and Palestine (FODIP)

Operations and Administration Officer

Part-Time 0.5 FTE (17.5 hours per week)

Salary: £15,525 per annum for 17.5 hours per week (0.5 FTE)
Location: Hybrid – Manchester office and remote working
Hours: 17.5 hours per week / 2.5 days
Contract: Fixed-term, January 2027 – January 2030, subject to funding

About FODIP

FODIP is a national charity based in Manchester, working to strengthen relationships and understanding between people of different faiths and communities across the UK. Since 2008, we have created opportunities for people to engage constructively with difficult and sensitive issues, particularly the impact of Israel and Palestine on community relations here in the UK.

We work with young people, women, faith and community leaders, educational institutions and wider civil society. Through dialogue, study tours, workshops, training and community programmes, we help people navigate difference, build relationships and respond constructively to division and tension. We also provide advice and guidance to organisations seeking to strengthen their approach to dialogue and community relations relating to the Middle East.

About the role

An opportunity has arisen to join the FODIP team as an Operations and Administration Officer. This is a varied role supporting the day-to-day running of the organisation and helping to ensure that our systems and processes work effectively.

Working closely with the Director and wider team, the post-holder will provide general administrative and operational support across FODIP. This will include maintaining organisational records and systems, supporting team and programme coordination, and assisting with the practical arrangements that enable our work to take place.

As a small and growing organisation, we are looking for someone who is organised, proactive and flexible, with the ability to work independently, manage competing priorities and identify practical ways of improving how we work. The role offers an opportunity to contribute to the continued development of FODIP and its work.

Main duties and responsibilities:

1. General administration and organisational support

- Provide day-to-day administrative support to the Director and wider team, helping to keep track of key deadlines, actions and organisational priorities.
- Maintain organisational records, databases, documents and digital systems.
- Support the organisation and administration of staff and Trustee meetings, including meeting arrangements and action records.
- Support the administration of Trustee and team meetings, including preparing papers, taking minutes where required and maintaining action records.

2. Operational and team coordination

- Assist with the practical running of the organisation, including diary management, meetings, scheduling and general coordination.
- Support the administration of HR, organisational policies, procedures and compliance requirements, including safeguarding, data protection and health and safety.
- Help maintain effective systems and processes as FODIP develops.

3. Programme and event support

- Assist with the practical arrangements for programmes, workshops, events and residentials, including venues, travel, accommodation and catering.
- Liaise with colleagues, facilitators, partners and suppliers to support the smooth delivery of activities.

4. Communications, reporting and organisational development

- Support FODIP's communications, including social media, newsletters and event promotion.
- Help maintain monitoring and evaluation records and gather information to support funder reporting and organisational learning.
- Support the recruitment, coordination and administration of volunteers, helping FODIP to develop its volunteer capacity.

The post-holder may also undertake other reasonable duties consistent with the role and the needs of the organisation.

Working arrangements and role requirements

The post-holder will work on a hybrid basis, both remotely and at least once a week from FODIP's Manchester office. This is a varied role within a small and developing team, requiring someone who is well organised, self-motivated and able to manage a range of tasks and priorities.

The successful applicant will be comfortable working independently and using their initiative, while also working collaboratively with colleagues. They will need to handle confidential and sensitive information appropriately and respond flexibly to changing organisational needs.

FODIP works in a sensitive and sometimes challenging area of community relations. The post-holder will therefore need to demonstrate an understanding of and commitment to FODIP's values, including interfaith dialogue, equality and inclusion, and an appreciation of the different perspectives and experiences within the communities with which we work.

Person Specification:

Essential:

- A strong commitment to FODIP's aims and values, including interfaith dialogue, equality and inclusion.
- Good organisational and administrative skills, with strong attention to detail.
- Experience in an administrative, coordination or support role, ideally within a small team or organisation.
- Good written and verbal communication skills.
- Confident using IT and digital systems, including shared online platforms, databases and social media.
- Ability to manage tasks and priorities, work independently and use initiative.
- Good interpersonal skills and the ability to work collaboratively with colleagues and external contacts.
- Ability to handle confidential and sensitive information appropriately.

Desirable

- Experience of working in a charity, voluntary sector or community organisation.
- Experience supporting events, meetings, workshops or residential activities.
- Familiarity with HR administration, organisational policies or compliance processes.
- Experience supporting communications, social media or newsletters.
- Experience maintaining records and supporting monitoring, evaluation or reporting.
- Experience coordinating or supporting volunteers.
- An understanding of interfaith dialogue, community relations or conflict resolution.

Terms of appointment:

- **Salary:** £15,525 per annum for 17.5 hours per week (0.5 FTE).
- **Hours:** 17.5 hours per week, normally worked over 2.5 days. The working pattern will be agreed with the successful candidate, taking account of organisational requirements.
- **Location:** Hybrid working, with at least one day per week in FODIP's Manchester office and the remainder working remotely.
- **Contract:** Fixed-term from January 2027 to January 2030, with the possibility of extension subject to funding.

- **Probation:** The appointment will be subject to a six-month probationary period.
- **Meetings:** The post-holder will be expected to attend relevant meetings as required, either remotely or in person.
- **Occasional additional hours:** Some evening or weekend work may be required to support FODIP events, residentials or other activities. This will be agreed in advance and managed through appropriate time off in lieu.
- **Support and supervision:** The post-holder will work closely with the Director and wider FODIP team.
- **Reporting to:** The Director.

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

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: Thursday 17th December 2026 at 5:00pm.
Interviews will take place on: Thursday 14th January at the FODIP Manchester office.

If you would like to arrange an informal conversation about the role before applying, please contact **Sadia Akram on** admin@fodip.org.uk .

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