



Dawatul Islam UK & Eire

Charity Registration Number: 289202

**The Catalyst Leadership Programme
Project Coordinator Job Description**

Job Description & Person Specification

Job Title	Catalyst Leadership Programme Project Coordinator
Based at	Darul Ummah, 56 Bigland Street, London E1 2ND
Salary	£24,000 (Pro-Rata based on 3 days)
Duration	7 Months Contract (Until 31st Dec 2019)
Reports to	Darul Ummah Centre Manager
Dead Line	10th June 2019 (Interviews 13th June)
Start Date:	Immediate Start

Background

The Catalyst Leadership Programme builds upon Da'watul Islam's longstanding experience, track record and unique word-of-mouth, voluntary sector, statutory, faith and school networks enabling us to bring together local residents from a diversity of backgrounds. It draws upon our good reputation as an organisation providing places for Islamic faith-based activities, a secondary school combining national curriculum and Islamic education, after-school and holiday activities engaging young people and whole families through personal relationships of trust. While creating an opportunity to bring together rarely heard viewpoints and disparate voices on a shared, conciliatory platform, Da'watul Islam will share its unique capacity to build bridges where few organisations can reach.

Da'watul Islam will be recruiting 15 trained and supported *Catalyst Community Volunteers* who will engage with 150 residents, business people and statutory agencies to canvas a myriad of local perspectives, fears and recommendations on video clips contributing to a final 5-minute professionally produced video which will further inform the nature and format of proposed community actions including information-sharing workshops, an inter-faith lunch and community vigil march.

By training, equipping, inspiring and networking a grass-root team of residents from a range of cultural and religious background to come together to consider, reach out to neighbours and canvas views on intolerance, race hate and their links to extremism. Our programme will also engage with hard-to-reach residents unlikely to engage with mainstream statutory institutions, listen to their concerns and educate the wider community about multi-faith and non-secular messages promoting racial tolerance.

Purpose of Post

Da'watul Islam UK & Eire Islam's Catalyst Leadership Programme Project Coordinator will outreach, engage, coordinate, monitor and report back to staff meetings, on the achievements of this programme.

Working as part of the Project Office, the Coordinator will supervise and support volunteers, partner organisations, and stakeholders including 15 voluntary *Catalyst Community Volunteers* by assessing, informing and supporting community members joining a programme of training workshops, grass-root *Listening Campaigns* followed by outreach to speak at school assemblies, community walk/march and community venues to raise awareness about Hate Crime and to help create better community relations.

The Project Coordinator will:

- In close consultation with the Darul Ummah Centre Manager proactively deliver Da'watul Islam's *Catalyst Leadership Programme*, ensuring all contractual requirements of the funder are met.
- Engaging with young people, volunteers and a range of stakeholders in strategic awareness-raising dialogue to address racial and religious intolerance in East London;
- Recruit, manage, monitor and provide positive direct line management and supportive supervision to sessional staff, designers, partner organisations, volunteers and people involved in the project;
- Positively represent Da'watul Islam among community, faith, educational and statutory sector organisation and invite participation from all sectors in a quarterly *Catalyst Leadership Programme Steering Group*;
- Build and sustain constructive working relationships with key project stakeholders and partners while ensuring the views of young people, volunteers, *Catalyst Community Volunteers*, trainers and partners is captured informally and through quarterly *Catalyst Leadership Programme Steering Group* meetings to inform project planning, delivery and evaluation;
- Undertake administrative and monitoring duties associated with programme publicity, participants, volunteers, external professionals and partnership stakeholders to ensure a high standard of programme delivery;
- Monitor the uptake and quality of service to meet agreed monitoring targets, milestones and budgets;
- Assist and supervise *Catalyst Community Volunteers* with research, outreach, scheduling and facilitation of awareness workshops;
- Schedule and coordinate stakeholder engagement, training and outreach workshops;

- Ensure a high standard of service and value for money in appointment of external professionals for film production, design and evaluation purposes;
- Support Da'watul Islam's Finance Department in maintaining up-to-date and transparent financial records;
- Meet and submit financial and monitoring reports on a quarterly basis to ensure programme targets are effectively met and to mitigate any shortfalls should they occur;
- Ensure Da'watul Islam's policy and ethos of facilitating services in a safe, supportive and welcoming environment are maintained at all times;
- Manage flexible working hours to ensure the programme is planned, delivered, monitored and showcased according to Work Plans agreed at the outset;
- Produce a *Theory of Change* programme evaluation report to capture insights and feedback from all programme participants and widely share programme learning;
- Managing and maintaining social media platforms such Facebook, Twitter and others.
- Undertake other duties as appropriate to the post.

Project Coordinator– Person Specification

Education, Training, Skills and Experience	
E	Relevant professional qualification, skills and/or significant experience in management of community engagement outreach and campaigning programmes working with people of diverse background in East London.
E	Experience of timely and effective management, planning for programme delivery and coordination, volunteer supervision and support, monitoring, evaluation and project administration skills.
E	Excellent organisational skills, attention to detail, ability to manage multiple tasks and responsibilities while working to tight deadlines.
E	Ability to design and implement programme delivery plans, publicity, monitoring and community engagement systems with external support, as needed, to produce clear and articulate written reports and action plans for all stakeholders concerned.
E	Digital skills for programme communication, financial, monitoring and management.
D	Experience of co-ordinating and managing public events.
E	Excellent written and verbal communication skills for a range of audiences including hard-to-reach young people and volunteers.
E	Ability and willingness to build positive, professional relationships and partnerships with key stakeholders and to coach, motivate and inspire.
E	Ability and willingness to set up and facilitate a Steering Group engaging with a range of stakeholders including professionals and local residents.
E	Ability and willingness to implement a <i>Theory of Change</i> evaluation framework bringing together feedback, monitoring information and learning from this programme.
Knowledge and Understanding	
E	Skills and a track record in engaging with young people, volunteers and stakeholders at institutional and grass-root levels to deliver programmes of community engagement, campaigning and social change.
E	Awareness and ability to implement good practices in Equalities and Diversities according to the 13 characteristics enshrined in UK legislation.
E	Working knowledge and understanding of the needs of excluded BAME communities and young people.
Personal Attributes	
E	Highly motivated and enthusiastic approach to work.
E	Ability to work on own initiatives and as part of a team.
E	Skills to effectively share learning, contribute to and influence development of good practice.
E	Skills as a creative and effective problem solver.
E	Ability to be flexible, respond to unexpected priorities and willingness to work out of normal office hours and to meet changing programme delivery needs on time and within budget.

Desirable Requirements:

D	Working knowledge and experience of hate crime issues.
D	Community-based and institutional networks in East London.

This post is subject to an Enhanced DBS check.