



Post:	<u>Administrative and Project Development Worker</u> (fixed term post until 31.3.2023) -may be extended subject to funding
Review:	Job description to be reviewed every six months (first review December 2022)
Hours:	14 hours a week (over 3 days) £22,250 pro-rata (£8,900) - however flexibility is required, in order to support a number of events out of office hours
Location:	RFF Office (Redbridge Town Hall, Ilford, IG1 1DD)
Responsible to:	Chair of Board of Trustees
Responsible for:	Providing project management and administrative support to the Redbridge Faith Forum

Purpose:

This is a challenging and exciting role, building a stronger and more cohesive community by:-

- ✓ Building bridges and strengthening relationships, communications and co-operation between Redbridge's faith communities and the statutory and voluntary sectors
- ✓ Supporting greater involvement of faith communities and hard to reach populations in local authority decision making and shaping the provision of public services
- ✓ Project managing interfaith initiatives that improve community cohesion

Key Activities

The post holder must be able to provide effective office and project management support including but not limited to:-

Strategy

- Explore funding streams and submit grant applications
- Draft grant funder's monitoring reports
- Network, explore and develop new projects
- Business planning support to Board of Trustees
- Report development of projects and strategy to Board of Trustees

Project Delivery

- Manage projects (including quarterly network meetings) as required and agreed with the Board of Trustees.
- Co-plan events in accordance with agreed performance indicators
- Co-plan and co-deliver social fundraising events

- Promote events and post event report writing for publication in e-news bulletins and online
- Develop partnerships that lead to joint delivery of interfaith projects
- Maintain project files

Administrative

- Organise Trustee Meetings and Annual General Meeting including preparing agenda, circulating agenda and minutes, attend meetings and take minutes
- Prepare the Annual Report to fulfil Charity Commission Reporting requirements
- Represent RFF at interfaith and voluntary sector meetings
- Maintain up to date register of RFF Policies
- Maintain files of RFF Strategic documents
- Establish and maintain filing systems (in consultation with colleague)
- Produce monthly e-news bulletins
- Keep RFF website updated
- Develop and maintain RFF database
- Act as liaison between the Chair and Trustee Board
- Respond appropriately to email correspondence – consulting with colleague if necessary
- To carry out other duties as required that are commensurate with the post when needed