

## Job Description: Programme Coordinator

**Job Title:** Programme Coordinator

**Responsible to:** Director of Operations

**Salary:** £23,000 (pro rata)

**Hours:** 30 hours

**Term:** 8-month fixed term with potential to develop into a permanent role

**Location:** London + working from home

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### What is the Naz Legacy Foundation?

*To continue the legacy of the late Naz Bokhari OBE, by supporting young people throughout education whilst encouraging positive integration into British Society*

The Naz Legacy Foundation is a UK-based charity which seeks to promote excellence in education and positive integration into British society. The Foundation was established to continue the legacy of the late Naz Bokhari OBE. The Foundation's current trustees are –, Dr Rowena Shaw (Chair), Bushra Nasir CBE DL, Harris Bokhari OBE (Founder) and Imran Sanaullah MBE

### What does the Naz Legacy Foundation do?

- Interfaith- The Foundation organises high profile community integration events, and the Interfaith Iftar is the highlight of the Foundation's calendar. It offers young people (18-30) the opportunity to meet people from different faiths and none and directly engage with leaders in our society. Since 2016, we are honoured to have made history by organising the first ever Iftars at iconic and historical places of worship including Lambeth Palace and St Paul's Cathedral with faith leaders including Archbishop of Canterbury, Chief Rabbi, Cardinal Nichols and the Bishop of London
- Diversity Programme- The Diversity Programme, encourages young people from disadvantaged and minority communities to visit cultural institutions and provides them with unique opportunities such as visits to St James Palace and Clarence House to learn about the rich heritage of diverse role models in Britain.
- Naz Bokhari Programme- This programme offers young people (16-18) mentoring, skill building workshops and work placements

More information on the Foundation and our work can be found on [nazlegacy.org](http://nazlegacy.org)

### Purpose:

The Naz Legacy Foundation has an exciting opportunity to join our dynamic team as a Programme Coordinator. We are looking for a highly motivated and organised individual to support the Director of Operations by leading and supporting the foundation's programmes. The role will provide support and lead the voluntary Executive Group and lead work in terms of organisation, programmes, administration and communication. This excellent opportunity would suit someone who has the natural ability to build relationships and work with young people. This role will require an enhanced DBS certificate. You will have a positive 'can do' attitude and willingness to help with varied requests.

## Main Duty and Responsibilities

- Support planning and coordination of programs and its activities particularly related to the Diversity Programme
- Support logistics operations
- Support on fundraising through research, prospect liaison, and setting up meetings
- Perform administrative and data management tasks as and when required.
- Manage communications through media relations, social media etc.
- Help build positive relations with external stakeholders, particularly schools and educational bodies
- Keep updated records and create reports or proposals
- Support growth and program development particularly virtual and online resources
- Provide support to the Executive team where appropriate and as agreed
- Work closely with volunteers ensuring smooth system of operation in place.
- Some evening work may be required
- Any other duties line manager requires

## Person Specification

Education, Qualifications and Training	Essential/Desirable
Numerate and Literate to a degree level	D
<b>Knowledge</b>	
A basic understanding of underrepresented, disadvantaged and minority communities	E
Knowledge of charity sector	D
<b>Experience and Skills</b>	
Able to convey information to a broad audience both orally and in writing	E
Able to lead on project management and evaluate its success	E
Able to network and represent the organisation externally at events or meetings	D
Able to report on the work to stakeholders	D
Competent user of Microsoft Office + Virtual platforms for communication	E
Proficient working with social media platforms	D
Experience of working with young people and supporting development	D
Experience of editing videos and audios	D
<b>Personal Qualities</b>	
Ability to maintain confidential and sensitive information	E
Values and promotes diversity	E
Able to work independently whilst working as a team player	E
Able to prioritise and manage multiple streams of work	E
<b>Values</b>	
Desire to support disadvantaged and minority communities	E
Understanding, empathy and commitment to the aims and values of the Naz Legacy Foundation	E

## **Application Procedure**

1. Submit CV and letter of application demonstrating how you meet the person specification. CV should include two referees: Please give the contact details of two people we are able to contact for references, one of whom should be your most recent employer. Please indicate your relationship to them (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.
2. Fill out Equal Opportunities Questionnaire and please attach when applying.
3. Email to [info@nazlegacy.org](mailto:info@nazlegacy.org) with subject: Application for Programmes Coordinator

Application Deadline: Wednesday 22nd July, 11:59pm

Interviews: Week commencing 27<sup>th</sup> July 2020