





Introduction

The Naz Legacy Foundation offers an exciting opportunity to join our dynamic team as an Operations Coordinator at this fast-growing and highly regarded charity.

The Operations Coordinator at Naz Legacy Foundation will play a crucial role in supporting the day-to-day operational functions of the organisation.

This excellent opportunity would suit someone who is an efficient administrator with the natural ability to build relationships and work in a fast-paced environment. This role will require an enhanced DBS certificate. You will be a self-starter with successful office experience and will have a positive 'can-do' attitude and willingness to help with varied requests.



The Reason We Exist

Mission

NLF's mission is to continue the legacy of the late Naz Bokhari OBE, by supporting young people throughout education whilst encouraging positive integration into British Society.

Beliefs

- Education is a force for good and is the greatest way to deliver change.
- Young people have the potential to shape the present and define the future.
- Change only exists when it is real, measurable and felt.

Values

The qualities that define us as a charity are,

- Education
- Empathy
- Openness
- Faith
- Caring
- Collaboration



Our Values: Explained



EDUCATION

We always do our best to promote excellence in education



EMPATHY

We always do our best to stand in someone else's shoes; feel with their heart, and see through their eyes



OPENNESS

We are receptive to and respectful of new ideas and ways of thinking, even if they challenge our own



FAITH

We see faith as a vessel that brings people and communities together



CARING

We must always take care of one another regardless of each other's background or differences



COLLABORATION

We always work together because we know that alone we can do so little, while together we can do so much

Our People

The Foundation's current trustees are:

- Bushra Nasir CBE DL (Chair)
- Harris Bokhari OBE (Founder)
- Imran Sanaullah MBE
- Siddiq Musa
- Hannah Kaufman
- Tim Carlton Jones

The Board of Trustees meets at least four times per year in London, and the successful candidate will attend and service all Board meetings along with the Director, Sajidah Patel and Programmes Officer, Diana Brake. The charity is currently in the process of setting up an Advisory Panel. Further information on our team can be found on our website.



Operations Coordinator

Job Title: Operations Coordinator

Responsible to: Director

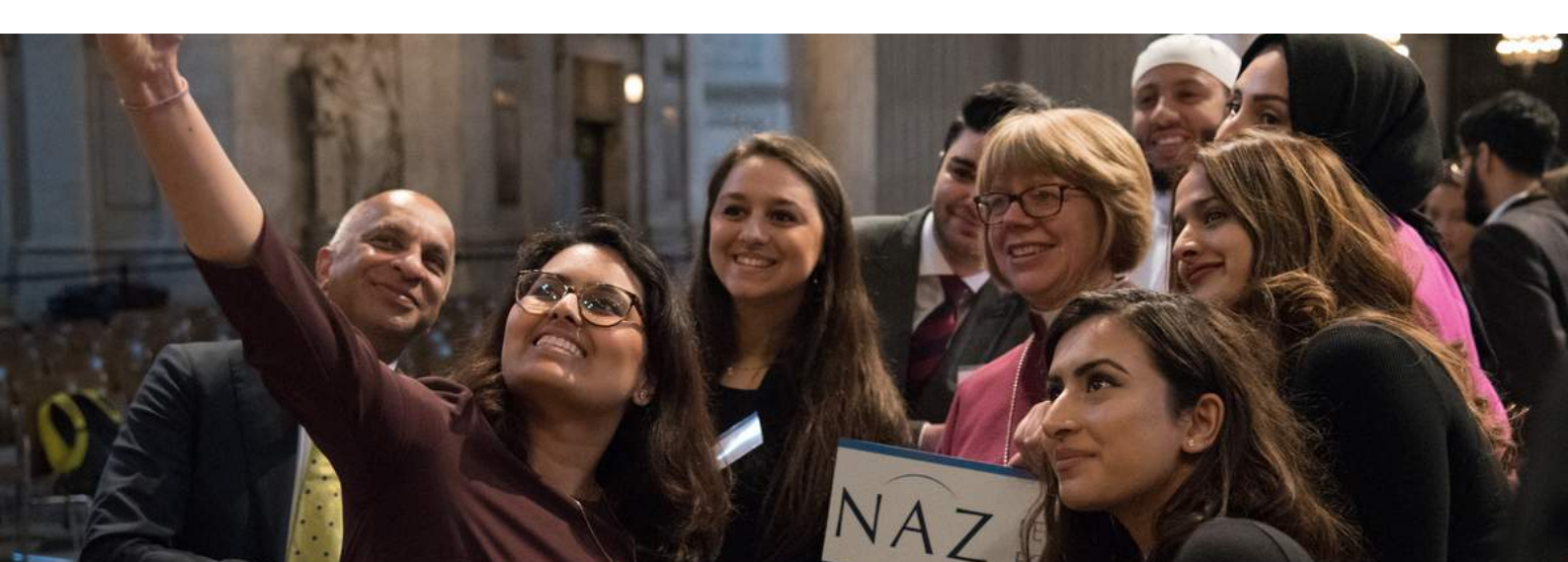
Salary: Upto £28k dependent on experience

Hours: 35 hours/week

Contract Type: Permanent

Our office is based in Tooting, London. It is shared with our sister charity, Patchwork Foundation. Hybrid working is our preferred work option. There are several evening events throughout the year at which staff attendance is required; therefore, being London based is desirable.

Annual Leave: 28 Days (excluding bank holidays) + office is closed between Christmas & New Year



Candidate Brief

The role involves assisting the Director and Programmes Officer and contributing to the smooth running of programs and initiatives to empower young people through education, leadership development, and social action. Some of your duties will involve:

- Managing communications through media relations and social media channels, including content creating
- Providing financial and admin assistance
- Supporting the Foundation's programmes and events
- Helping build positive relations with external stakeholders, particularly schools and educational bodies.

As the charity grows, we must establish systems to streamline our administration, record-keeping and internal and external communication processes. The successful candidate will have delegated responsibility for this vital work.

For the full job description and person specification, please visit our website. All Applications must be emailed to Recruitment@nazlegacy.org





www.nazlegacy.org



info@nazlegacy.org



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