NAZ LEGACY FOUNDATION

Operations and Communications Officer

Candidate Brief

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Introduction

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

The Operations and Communications Officer at Naz Legacy Foundation will play a crucial role in supporting the organisation's day-to-day operational functions.
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)
- Hina Bokhari OBE (Founder)
- Imran Sanaullah MBE
- Siddiq Musa
- Hannah Kaufman

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, Saeresh Iqbal and Programmes Officer, Manal Haque Peeran. Further information on our team can be found on our website.

Operations and Communications Officer

Job Title: Operations and Communications Officer
Responsible to: Director
Salary: £27k - £30k dependent on experience
Hours: 35 hours/week
Contract Type: 8 months, January - August 2027 (with the possibility of it becoming permanent)
Location: Hybrid, Central London & working from home

Our office is based in Covent Garden, London. There may be some evening events throughout the year at which staff attendance is required; therefore, being London-based is desirable.

Annual Leave & Perks

- 28 days annual leave (pro rata) + religious holiday. The office is also closed between Christmas and New Year
- Pension Contribution
- Annual eye test

Candidate Brief

The role involves assisting the Director and Programmes Officer and contributing to the smooth running of programmes 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.

Application Procedure

- Submit your CV (no more than two sides) and a letter of application (no more than two sides) demonstrating in full how you meet the person specification.
- Your CV should include two references: Please give the contact details of two people we can contact for references, one of whom should be your most recent employer. Please indicate your relationship with 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.
- Fill out the Equal Opportunities Questionnaire and please attach it when applying.
- Email the application to, Recruitment@nazlegacy.org with the subject: Application: Operations and Communications Officer

Application Deadline: Midday 23rd November 2026
I**nterviews**: 1st - 2nd December (in-person at our Covent Garden Office)

- If you would like to speak to someone at Naz Legacy about the role, please email, recruitment@nazlegacy.org, and we will arrange a call.

NAZ LEGACY FOUNDATION

www.nazlegacy.org

info@nazlegacy.org

@nazlegacyfoundation

NazLegacy

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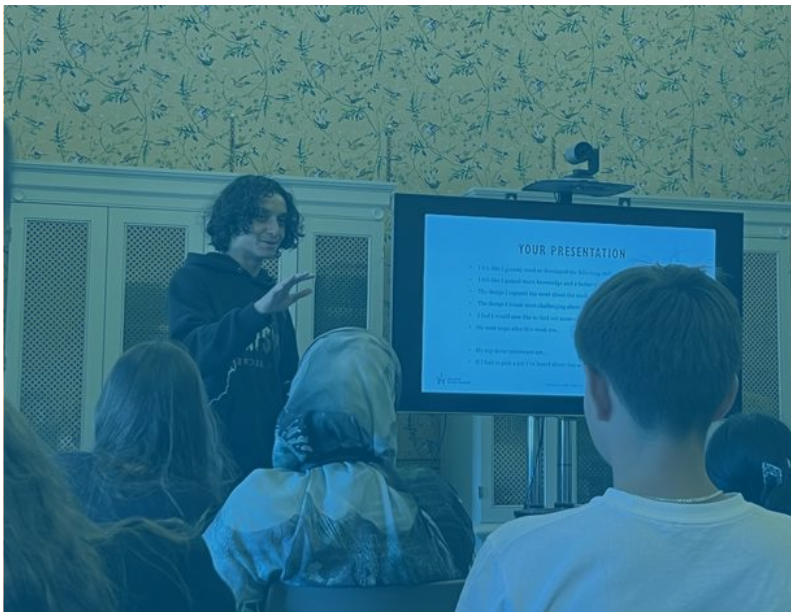

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