



## **Programme Officer Faith Plans Programme**

**Job Title:** Programme Officer, Faith Plans Programme

**Salary:** Dependent on level/experience: £30,000-£35,000  
Negotiable, based on experience.  
Automatic enrolment into the employer's pension scheme.

**Hours:** 40 hours per week

**Reports to:** Faith Plans Programme Manager

**Location:** The role is based remotely, working from home. You must have the right to work in the UK or Ireland.

While usual working hours are Monday-Friday, 9.00 – 17.00, a flexible and adaptable approach is necessary on a weekly basis to accommodate meetings that take place with partner organisations across different time zones.

This role will involve travel to Ireland and the UK every 8-12 weeks for programme meetings, and as required.

**Contract type:** 12 months initial contract, subject to satisfactory completion of initial 6-month probationary period review. The contract term may be extended beyond 12 months subject to funding.

**Date:** April 2022

### **Background**

The Faith Plans Programme, an initiative of FaithInvest, was established to create new impetus and purpose within the biggest organised sector of civil society in the world – the faiths – to help them channel their assets, investments, and influence to drive practical action to benefit people and the planet. The programme provides a platform to show the scope and scale of faith-led environmental and sustainability activities – highlighting the fundamental role that faith groups play as stakeholders in ensuring a safe future for all. This is an exciting programme designed by faiths for faiths.

The programme was officially launched in October 2021 and is now entering a new phase of engagement with the world's major faith traditions. The programme mobilises faith groups to create their own long-term plans for this decade and supports groups to mainstream their environmental and sustainability activities across all operations, including their investments. At the heart of Faith Plans is a coalition of faith and non-faith-based partners that support and promote the programme.

## **The role**

An exciting opportunity has now arisen in Faith Invest for an experienced programme officer to join a dynamic and energetic team. The programme officer will work closely with the Faith Plans programme manager to work on the day-to-day delivery of the programme, in line with its strategic direction. The programme officer will also work with the wider leadership in FaithInvest, including FaithInvest's Director of Movement Building. A key aspect of this role will be driving momentum and engagement with programme participants, with a view to showcasing scale and scope of faith commitment.

## **Key Responsibilities:**

### **On programme recruitment and retention:**

- Help deliver embedded engagement and mobilisation, support, and outreach to programme participants and partners.
- Identify and capitalise on opportunities to promote the programme.
- Monitor the progress of programme participants, including providing feedback on individual Faith Plans, assisting with participants needs, and ensuring that programme participants can translate commitment into long-term plans.
- Generate and present data and content, for publication.
- Support the delivery of the Faith Plans small-grant programme, including tracking project timelines, tasks and deliverables, and monitoring and evaluation.
- Work closely with funding recipients to help them create Faith Plans and to identify opportunities for investment potential.
- Produce and promote innovative programme tools to help support programme participants in creating their Faith Plans, and for use by partners.
- Oversee the translation needs of the programme and drive the integration of language supports into programme engagement.
- Help programme participants identify opportunities within their Faith Plans for financing and investment potential.

### **On partnerships and events:**

- Work closely with strategic partners and key programme contacts to promote the Faith Plans programme and support initiatives to affiliate the programme with existing partner projects.
- Provide all-round event management support, including identifying events opportunities, and assisting with events content, planning, and reporting.

### **On communications and administration:**

- Generate content for programme publication and resources, including showcasing case studies, newsletter content, events reports.
- Support the management of the database of faith groups and support compliance with data protection and guidelines.
- Ensure regular project team meetings, check-ins, and updates take place.
- Support the adaptive management of the programme by assisting in monitoring and evaluation through periodic analysis of programme progress in line with the strategic aims of FaithInvest.
- Assist in the preparation of reports to funders on project progress and deliverables.

## **Person Specification**

### **Experience and Knowledge**

- The ideal candidate will have experience in project management, ideally in complex projects or global campaigns that focus on the recruitment, support, and retention of diverse cohorts of participants.
- Experience and knowledge of community planning and stakeholder engagement for sustainable development.
- Experience of working with faith leaders and/or faith communities, and preference given to candidates with experience of engaging faith groups in discussion around long-term environmental action and planning.
- Experience in the use of interactive and innovative engagement and dialogue tools.
- A broad understanding of the role of financial investments in enabling positive change, for example through divestment, impact investing, or socially responsible investing.
- Relevant degree or other qualification in environmental management, environmental policy, sustainable development.

### **Skills**

- The ability to mobilise and maintain close relationships with a diverse range of actors.
- Excellent communicator - ability to communicate clearly to a diverse array of stakeholders via email, reports, newsletter production, face to face engagement.
- Comfortable in the gathering, management and reporting of data and Faith Plans commitments.

### **Aptitude**

- Highly organised and ability to work on multiple work strands at any one time.
- A passion for care for the earth including an understanding of the scale of action and ambition needed in this decade, and the role that faith communities can play.
- Self-motivated and an ability to lead on initiative and generate action.
- Commitment to work to a high, professional standard.
- Solutions oriented, an ability to think creatively in how the Faith Plans programme is delivered.
- Collaborative team player – ability to work effectively as a team member, especially in an online, remote context.

### **Additional responsibilities**

This post has no budgetary or line management responsibilities.

### **Holiday Entitlement**

25 working days per annum in addition to the normal public holidays in your country of residence.

### **Application Process**

To apply please send your CV and a cover letter to [jobs@faithinvest.org](mailto:jobs@faithinvest.org)

Please put “Faith Plans Programme Officer” in the subject field, and note that CVs sent without a cover letter will not be considered.

**Application Deadline:** 12 midnight Wednesday 11<sup>th</sup>, May 2022.

Interviews will take place shortly thereafter. Please note that we may interview candidates as applications are submitted.

*If successful, two references will be required, with at least one that we can speak to.*