



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

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 11th, 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.