

Job role: Operations Coordinator

Salary: London wage £9.75/hour

Part time: 21 hours per week (Flexible)

Annual Leave:

Wage: £10,000 pa

Annual Leave: 13 days pa

Last day for applications: 31st January (*subject to close early)

This role is funded by donations to the charity from the public and our supporters. The employment will be between the individual and Nour-DV. The individual will report to the director and/or co-founders of Nour, respectively.

The role will be for 12 months initially with a 6 month probationary period.

The job will entail leading and coordinating projects as well as networking and driving the charity forward. This will encompass but is not limited to;

- Managing all the team leads and volunteers at Nour
- Overlooking all ongoing projects such as within the outreach and fundraising team etc.
- Organising meetings with collaborators.
- Networking with other organisations and local authorities as well as masjids.
- Writing grant bids and proposals

An understanding of Islam would be desirable as this is a faith based charity but not essential. Applicants do not need to be from the Islamic faith however.

This role will require lone working at times so the individual must be self disciplined and motivated but also able to lead and manage and inspire when working in a team.

Currently this role will be home based and only a laptop and Internet access will be required. Nour will provide a laptop. Travel will be necessary at times to attend meetings and events.

This role will be part time and the structure will be determined by the work flow and managed appropriately by the individual. The role may be subject to change and evolve but this will be followed after a consultation during the probation period with the individual and the director/co-founders.

The need for trust and confidentiality will be paramount due to the nature of the work as well as for fostering relationships with other organisations and with the Muslim community.

Experience in a voluntary or non profit sector would be an advantage but we will be looking for leadership skills and time management. Applicants must be educated to university level however we will consider any applicant that can show equivalent work experience and skills.

Informal requests about the role can be made via email to nour-dv.org.uk.

For a full application we will require a current cv, one page detailing your skills and experiences making you suitable for this role as well as two referees. If you have a DBS disclosure this would help but we will seek to complete a full comprehensive one before any formal offer is made.

Criteria

Essential

- Degree or relevant experience
- Experience with grant applications
- Communication skills
- Project management skills
- Working knowledge of Microsoft Office
- Pro-active and self-disciplined
- Experience of participating in meetings, taking minutes with stakeholders
- Able to travel and attend meetings, mostly London based. Travel outside of London may be required on rare occasions.
- Ability to work alone and also to collaborate and work within a team.
- Good networking skills
- Able to handle sensitive information
- Experience of working in management or operation roles
- Experience with fundraising
- Aware of good practice and GDPR
- Understanding of the Islamic Faith and the difficulties in the field of DV within the Muslim community

Desirable

- Experience in working within DV charities or non-profit orgs
- Experience in working with safeguarding units with local boroughs
- Experience in working with DV refuges

For further enquiries please contact info@nour-dv.org.uk