

Lancashire Forum of Faiths
Deltic House, West Strand, PRESTON PR1 8UY

Job description - LFOF Coordinator

Reporting to:	Line Manager
Salary:	£ 19,500 Pro rata ; (Based on 37.5 hrs/week)
Period of Contract:	Minimum 10 months , may be extended
Hours of work:	30 hours per week, flexible
Period of notice:	One month after probationary period
Holiday Entitlement:	30 days pro rata, including bank holidays
Date of commencement:	1 st September 2009
Base:	Deltic House, West Strand, Preston PR1 8UY

Background information about Lancashire Forum of Faiths

The Lancashire Forum of Faiths (LFOF) is an Infrastructure organisation comprised of individual members of 9 different faiths as well as representatives of various interfaith groups from across Lancashire. The Forum has existed since 1999 and acquired charity status in April 2007 (Registered Charity Number 1118803). Its strategic objectives are to be:

- 1) The Voice of Faith
- 2) The Agent for change at Strategic Level
- 3) The Promoter of Good Relations with Faith communities and Interfaith groups
- 4) The Agency for Education in Faiths

The Forum has developed relationships with various organisations from different sectors in Lancashire. It is a member of the Lancashire Black Minority Ethnic Pact ([BME](#)) and has been involved in the Lancashire VCFS Consortium as a faith representative. It also been involved in the Lancashire LSP, (Lancashire Strategic Partnership the LAA, (Lancashire Area Agreement) formed good relationship with the Lancashire Constabulary and has contributed to various consultation events over the years. Over the last two years the Forum has had a close working relationship with Lancashire SACRE ([Lancashire County Council](#)) with the aim to support and develop the standards of RE lesson in the sub region.

Job purpose

- 1) Provide administrative & clerical support
- 2) Be the daily main point of contact for the Lancashire Forum of Faiths
- 3) Attend organisational meetings, workshops, events & other as required
- 4) Keep record of minutes and meeting and publish same for executive and members
- 5) Maintain a good quality, sustainable interim working relationship with a number of statutory agencies.
- 6) To contribute in writing funding bid applications
- 7) Continue to support a sub-regional Faith Leaders group as an integral part of the Forum, which will advise on faith issues across Lancashire and across the faiths
- 8) Continue to support a number of local faith and interfaith groups, and aid them to improve their relationship with the statutory sectors.
- 9) Produce the quarterly newsletter and distribute it across Lancashire and across the public, private and third sectors. Providing better opportunities for organisations and individuals to contribute to the newsletter.
- 10) Any other activity or work compatible with this position.

Qualities, skills and abilities

- 1) Experience in dealing with office administration - **Essential**
- 2) Well organised - able to work without supervision - **Essential**
- 3) Good communication skills in dealing with people of different faiths and their senior personnel - **Essential**
- 4) Experience in the interfaith sector/ voluntary sector/ diversity sector - **Essential**
- 5) Have good understanding about different faiths in Lancashire & ability to be objective - **Essential**
- 6) Understanding of different faith & cultures - **Desirable**
- 7) Able to work with a database - good IT skills - **Essential**
- 8) Degree advantageous, though experience and personality are paramount - **Desirable**

Line Management

The post will be line-managed by an appointee of the executive under the overall supervision of the Chair.

Remuneration

Holiday allowances (30 days per annum including statutory holidays) will be awarded pro-rata. Tax and National Insurance will be retained at source.

The post holder must have the right to work in UK and have necessary documents.

Please do not send CVs. Only completed application forms will be considered. Please note that this appointment is subject to suitable references.

The deadline for receipt of applications is 12.00 noon on Thursday 30th July 2009.

Please return completed applications marked-

“Private & Confidential/Application” to

Chair

Lancashire Forum of Faiths

Deltic House

West Strand

Preston

PR1 8UY

If you are successful and asked to attend an interview, **interviews will be held at Deltic House and will take place on Thursday 6th August 2009.** Lancashire Forum of Faiths will not notify people who have not been short listed for an interview.

Request Application form by emailing LFOF@communitygateway.co.uk with subject reference - **LFOF COORDINATOR Application Form.**