

Public Engagement Manager

Job description

Job Title:	Public Engagement Manager
Responsible to:	Assistant Director
Responsible for:	Workstream Officers; Specialist Consultants and Residents
Salary:	£35,000 - £40,000 (depending on qualifications and experience)
Post type:	12 months, fixed term contract (subject to renewal)
Location:	Central London

About the Aziz Foundation

The Aziz Foundation is an independent grant making body that seeks to support the most disadvantaged communities in Britain. It aims to do this through supporting community empowerment and leadership development in these communities, and greater engagement by them in wider society. The Foundation seeks to support individuals and projects, strengthen organisations and networks, and help incubate innovative ideas that will ultimately improve the conditions in and for these sections of our society.

Job Purpose

The Aziz Foundation has identified distinct workstreams – one of which is Public Engagement covering scholarships, research and policy, media and arts and culture, some of which may be shared with other workstreams. The post holder will oversee the management of this workstream including the implementation of its vision, strategy and work, the delivery of this work within agreed budgets and timelines, and the monitoring, evaluation and impact assessment of this work. The post holder will assist the Senior Management Team (SMT) in developing and delivering the Foundation's corporate vision, strategic work programme, management structures and processes, annual work plan, public relations work, and the dispensing of other corporate responsibilities and tasks as required.

Main Duties and Responsibilities

a) Corporate

- To actively assist the Senior Management Team: to help develop, maintain and deliver the organisation's vision, management structures and processes, and strategy and work programme; and address other organisational needs as they arise;
- To lead, motivate and support the professional development of officers and residents to improve programme outputs, staff well-being and continuous development.

b) Work Stream & Programme Management

- To manage and implement the vision, strategies and work of the Public Engagement workstream within agreed budgets and in line with key performance indicators;
- To manage programme officers and support them to deliver workstream outputs; to conduct twice yearly performance appraisals of programme staff;

- To assist with the delivery of the Public Engagement part of the General Fund which disperses grants to individuals and organisations for projects related to the workstream strands for scholarships, research and policy, media and arts and culture;
- To oversee agreed individual grants, project grants and organizational development work funded under Public Engagement workstream;
- To collaborate with other workstream managers and staff, assist where possible and pick up work from them where required.

c) Relationship Management

- To develop and strengthen relationships with scholars, grantees, partners organisations and other stakeholders relevant to this workstream;
- To build a network among funders, research and advocacy organisations, and media practitioners and to develop a mutually enriching relationship to enhance and further the Foundation's work.

d) Residencies Management

- To monitor progress and development needs of residents within the Public Engagement workstream and, where required, to arrange for support with organisational development, financial planning, sustainability development etc.

It is anticipated that the role may change in the long term as the Foundation and its work grows, but this will always be done in discussion with the post holder.

Criteria	Description	Requirements
Qualifications	<ul style="list-style-type: none"> ▪ Educated to <i>Master's</i> degree level or equivalent qualification. 	Essential
Experience	<ul style="list-style-type: none"> ▪ At least seven years professional experience in a research, advocacy or civil society organisation at management level. ▪ At least five years project management experience. ▪ Extensive knowledge and experience of working with disadvantaged communities, especially Muslim communities. ▪ Understanding of British Muslim communities in relation to: <ol style="list-style-type: none"> a. Evidence-led policy making b. Research on British Muslim communities c. Under-representation of Muslims in the media and arts d. Mis-representation of Muslims in the media e. Pluralism and British Muslim experiences ▪ Experience of grants management and how a grant-making organisation operates and distributes its funds. ▪ Experience in organisational development work. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent research skills in qualitative and quantitative analysis. ▪ Excellent writing/editing skills – ability to write and edit reports, documents as well as online content relevant to the workstream. ▪ Excellent communication skills – ability to communicate programme objectives clearly to workstream staff and . ▪ Excellent organisational skills – ability to prioritise and manage a demanding and varied workload to tight and competing deadlines. ▪ IT Skills – High level of IT competence and excellent knowledge of Microsoft Office applications especially PowerPoint. ▪ Presentation & Networking skills – confident and strong presentation skills; ability to present to a variety of audiences both internally and externally as well strong networking skills when representing the Foundation in an official capacity. ▪ Flexible approach - able to turn around requests quickly including requests from senior managers and the Board. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal qualities	<ul style="list-style-type: none"> ▪ Trust and reliability when handling confidential or sensitive information. ▪ Excellent interpersonal skills and strong team player. ▪ Ability to work in a small group and in a busy open-plan environment. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"> ▪ Possess a positive attitude and high levels of energy, integrity, honesty and credibility. ▪ Warm in approach – able to build strong rapport with internal and external stakeholders to gain trust and support. ▪ Meticulous attention to detail. ▪ Self-starter able to work independently with minimal supervision but seeking guidance where necessary. ▪ Diplomatic and tactful, ability to seek quick and efficient solutions to problems. ▪ Dynamic, pragmatic, can easily adapt to new challenges and scenarios. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Values	<ul style="list-style-type: none"> ▪ Commitment to the values of the Aziz Foundation*. ▪ A desire to work across disadvantaged communities particularly Aziz Foundation target groups. 	<p>Essential</p> <p>Essential</p>

**The Aziz Foundation is inspired and guided by the values of i) empowerment and growth of the individual, ii) the promotion of social justice for all communities and iii) the obligation to serve the common good in a diverse society.*

To Apply

Candidates are invited to email their CV and a covering letter setting out how their qualifications, skills and experiences fit the job description and person specification to: jobs@azizfoundation.org.uk by 11am on Wednesday 25 April 2018

The Aziz Foundation reserves the right to vary or amend the duties and responsibilities of this role at any time according to its needs.