

RAMADAN TENT PROJECT

Role: Open Iftar 2023 Project Manager (London + UK)

Reporting to: Ramadan Festival Coordinator

Responsible for: Volunteer Project Officer (London), Open Iftar UK CITY Leads

Salary: Subject to budget funding and commensurate with experience

Contract Type: Full-time, fixed term, 5 months

Start date: ASAP

Location: London, UK (open to remote working pre-Ramadan up to February 2023). Open Iftar 2023 Project Manager must be physically present at all Ramadan Festival events.

Deadline: 11:59pm, 25th November 2022

Purpose and Key Responsibilities:

Open Iftar 2023 Project Manager is responsible for organising, developing and managing the logistics and administrative aspect of Ramadan Tent Project (RTP)'s UK-based events and activities, including the organisation's flagship Open Iftar. Working closely with the Ramadan Festival Coordinator, they will lead on the delivery of events in London and across the UK. The Project Manager should ensure the organisation's objectives are met through high quality delivery of services and completion of RTP's Ramadan Festival 2023.

- Overseeing all logistical admin, planning and execution for the organisation's flagship project Open Iftar, as well as all other physical events run by RTP.
- Writing up and reviewing event plans, method statements and health and safety plans for each Open Iftar event.
- Understanding the procurement process and ensure its completion in advance of the events.
- Managing supply chain for the events including food, security, marquee and other relevant logistics.
- Writing up accurate and high-standard risk assessments which meet legal, venue and partner requirements.
- Liaising with the internal programming team to ensure the venue is adequately equipped for guest speaker requirements and number of attendees.
- Liaising with venue partners, local authorities, and sponsors.
- Ensuring our duty to all stakeholders is being carried out.

- Working with the volunteer coordinators and team leads to ensure that all onsite operational tasks are completed on the day of events.
- Ensuring all events are in compliance with our standards, as well as local authority or venue partners.
- Being the key point of contact for all aspects of the event on the day.
- Developing and implementing plans to improve operational and logistical effectiveness and efficiency on a day-to-day basis.
- Managing a range of portfolio projects and events with effective leadership.
- Handling questions and concerns raised related to operations and logistics.
- Implementing health and safety procedures.
- Serving as a central point of contact between the core London team and UK team, including external stakeholders on day-to-day programmatic, operational, and administrative matters.
- Ensuring all logistical admin, planning and execution for the organisation's flagship project Open Iftar, across London and the UK is effectively delivered.

Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills
- Excellent verbal and written communication skills
- Experience in project management and coordination
- At least 3-5 years proven experience of Project Management
- Experience in managing large scale events
- Excellent proficiency in setting & managing budget income/expenditure
- Competent in health and safety, and writing up risk assessments for large-scale events
- Clear and excellent communications skills and team player
- Work under pressure and meet tight deadlines
- Excellent command of English (other languages also desirable)

**To apply, send a copy of your CV & cover letter to info@ramadantentproject.com.
The email subject should be the role you are applying for.**