

RAMADAN TENT PROJECT

Role: Open Iftar CITY Lead 2023

Reporting to: Open Iftar 2023 Project Manager

Responsible for: Volunteers

Salary: Voluntary

Contract Type: Part-time, 2 days a week with flexible hours. Expenses covered.

Start date: ASAP

Locations (select which UK city you are applying for): Birmingham, Bradford, Brighton, Cambridge, Cardiff, Coventry, Edinburgh, Leicester, Manchester, Middlesbrough, Newcastle Gateshead, Sheffield. Enquire further if interested in other UK cities.

Deadline: Rolling and open until position filled

Purpose and Key Responsibilities:

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

- Overseeing all logistical admin, planning and execution for the organisation's flagship project Open Iftar, in the specific UK city.
- Writing up event plans for each event.
- Understanding the procurement process and ensuring 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.
- Recruiting volunteers in designated UK city for the Open Iftar event.
- Delegating key roles to volunteers on the day of the 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.

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
- 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.**