

RAMADAN TENT PROJECT

Role: Project Officer (My Open Iftar Packs)

Reporting to: Ramadan Festival Coordinator

Salary: Living Wage (National or London)

Contract type: Part-time (±20 hours a week)

Start date: 2nd January 2023

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

Deadline: 11:59pm 25th November 2022

Purpose and Key Responsibilities

The Project Officer is responsible for assisting on all aspects of the planning and execution of Ramadan Tent Project's My Open Iftar (MOI) Packs. Working closely with the Ramadan Festival Coordinator, they will help with the distribution of the MOI packs, as well as working with the Marketing and Creative team on MOI-specific content and promoting the Packs and following timelines and reaching deadlines.

- Assisting in the execution of the My Open Iftar Packs in 2023, working to meet the strategy, objectives and targets set by the organisation.
- Assisting in the stock, replenishment, supply, fulfilment and procurement of the MOI Packs.
- Monitoring the sales and orders of the MOI Packs – online and at Ramadan Festival events.
- Assisting on managing relationships with partners and sponsors in relation to the MOI Packs where necessary.
- Working with the creative team to produce and execute a marketing strategy for MOI Packs.
- Assisting in the handling of questions and concerns regarding the MOI Packs.
- Assisting in the development and implementation of plans to improve the operational and logistical effectiveness and delivery of the MOI Packs.
- Assisting in the production of a holistic report after the conclusion of the MOI Packs.

Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills
- Excellent verbal and written communication skills
- Experience in project management and coordination
- 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.**