

RAMADAN TENT PROJECT

Role: Project Officer (Welcome Ramadan Conference)

Reporting to: Ramadan Festival Coordinator

Salary: Living Wage (National or London)

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

Start date: 2nd January 2022

Location: Remote (London on the day of the Conference and for private launch)

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 Welcome Ramadan Conference (WRC). Working closely with the Ramadan Festival Coordinator, they will help develop the programme through assisting on, but not limited to, the following: working with the Marketing and Creative team on WRC-specific content and promoting the conference, working to meet the aims of the conference within the allocated budget, and following timelines and reaching deadlines.

- Assisting on the execution of the Welcome Ramadan Conference 2023, working to meet the strategy, objectives and targets set by the organisation.
- Assisting on the administration and programming of WRC.
- Assisting in the development of a programme complete with timings, topics, speakers and partners, to be approved and executed.
- Liaising with speakers, venues and sponsors with regards to WRC.
- Sending out invitations to sponsors, speakers and stakeholders.
- Liaising with the press and media team on press releases and media presence on the day of the conference.
- Organising the private launch of Ramadan Festival 2023, in connection to WRC.
- Working with the creative team to produce and execute a marketing strategy for WRC
- Liaising with other teams across RTP to provide support and guidance for project delivery, discussion of ideas/updates and resolving any operational issues or problems that may arise in relation to WRC
- Assisting in the development and implementation of plans to improve the operational and logistical effectiveness and delivery of the WRC
- Assisting in the production of a holistic report after the conclusion of the WRC

Essential Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational 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.