# RAMADAN TENT PROJECT

**Role:** Open Iftar 2024 Project Officer (North)
**Reporting to:** Ramadan Festival Coordinator
**Responsible for:** Regional volunteers, shared with Head of Volunteers
**Salary:** Subject to budget funding and commensurate with experience
**Contract Type:** Full-time, fixed term, 6 months
**Start date:** Immediate
**Location:** North*; must be present at all live events in relevant region.
*Scotland, N. Ireland, North East, North West, Yorkshire and the Humber.
**Deadline:** 11:59pm, Sunday 5th November 2023

**Purpose and Key Responsibilities:**

Open Iftar 2024 Project Officer (North) is responsible for organising, developing, and managing the logistics and administrative aspect of Ramadan Tent Project (RTP)'s flagship Open Iftar roster of events. Working closely together and with the Ramadan Festival Coordinator, they will lead on the delivery of events in Scotland, Northern Ireland and the North of England. The Projects Officer should ensure the organisation's objectives are met through high quality delivery of services and completion of RTP's Ramadan Festival 2024.

- Managing all logistical admin, planning and execution for the organisation's flagship project Open Iftar in the Northern regions.
- Writing up and reviewing site maps, event management plans, method statements, health and safety plans, and all paperwork for each Open Iftar event in the Northern regions.
- Understanding and adhering to the organisational procurement process, ensuring its completion prior to events.
- Managing supply chain for the events including food, security and all relevant logistics.
- Writing up accurate and high-standard risk assessments which meet legal, venue and partner requirements.
- Understanding guest and attendee requirements to ensure venues are adequately equipped and prepared for hosting Open Iftar events
- Liaising with venue partners, local authorities, and sponsors to ensure our duty to all stakeholders is being carried out.
- Working alongside Head of Volunteers and other 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 the standards of local authorities and/or venue partners.
- Accountable for all aspects of the event ahead of and on the day and representing RTP as the key contact.
- 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 the regional area you cover (ie North, South, London), 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 the North, is effectively delivered.
- Essential skill and attention to detail with demonstrable experience of stakeholder management dealing with public and private organisations/institutions.

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**Essential Experience, Knowledge, Skills & Abilities Required:**

- Excellent organisational and leadership skills
- Excellent verbal and written communication skills
- Experience in project management and coordination
- Ability to work cross-functionally within a team
- Proven experience managing numerous teams
- At least 3-5 years proven experience of events and project management
- Experience in managing large scale events
- Excellent proficiency in setting and 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.**