

RAMADAN TENT PROJECT

Role: Operations and Partnerships Manager

Reporting to: CEO

Responsible for: Events Officers, Events Assistants, Volunteers and HR Lead

Salary: £35K-40K per annum (dependent on experience)

Contract Type: Full-time, permanent (40 hours a week)

Start date: July 2025 or as soon as ideal candidate selected

Location: Remote + in person co-working day, must be present at all RTP events and meetings

Deadline: 11:59pm, Friday 27 June 2025. Applications and interviews accepted on a rolling-basis

Purpose and Key Responsibilities:

At Ramadan Tent Project, we believe in the power of connection, compassion, and community. As our **Operations and Partnerships Manager**, you'll be at the heart of our mission—bringing people together through meaningful events and strategic partnerships that inspire unity and understanding.

This is more than a leadership role—it's a chance to make a lasting difference. You'll oversee the full spectrum of RTP's operational functions and events, while working closely with the CEO to build partnerships that fuel our growth and amplify our reach. From the iconic Open Iftar to the Ramadan Pavilion and beyond, your work will ensure every detail reflects our values and vision.

You'll lead with clarity, compassion, and confidence—guiding teams, managing logistics, and ensuring every event is delivered with excellence. You'll also play a key role in shaping our strategic direction, securing vital resources, and nurturing relationships with stakeholders, sponsors, and partners.

If you thrive in dynamic environments, love building systems that empower people, and are passionate about creating spaces of belonging—this is your moment.

Operations and Events

As the engine behind our flagship Ramadan Festival and year-round programming, you'll ensure every event is delivered with precision, passion, and purpose. You'll lead the charge in creating unforgettable experiences that reflect our values and mission.

What you'll be responsible for:

- Be the go-to leader for onboarding, training, and supporting Event Officers, Assistants, and Team Leads across all activations.
- Oversee the seamless planning, logistics, and delivery of all RTP events—including Open Iftar, Fast A Day, Welcome Ramadan Conference, and the Ramadan Pavilion.
- Draft high-quality risk assessments and ensure all event documentation meets legal, venue, and partner standards.
- Manage procurement processes and ensure timely, compliant completion ahead of events.
- Coordinate the full supply chain—from food and security to site visits and logistics—ensuring every detail is covered.
- Anticipate guest needs and ensure venues are fully prepared to host inclusive, welcoming experiences.
- Lead pre-event briefings, training, and quality assurance for all team members and volunteers.
- Liaise with venue partners, local authorities, and sponsors to uphold our commitment to excellence and safety.
- Create and manage event budgets, ensuring resources are used wisely and reporting final performance to the CEO.
- Collaborate with the Volunteers and HR Officer to onboard and train volunteers and team leads to RTP's gold standard.

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- Ensure all events meet RTP's internal standards and comply with local authority and venue requirements.
- Represent RTP as the key contact at events, ensuring smooth delivery and stakeholder satisfaction.
- Continuously improve operational systems and processes to enhance efficiency and impact.
- Lead a diverse portfolio of projects and events with clarity, confidence, and care.
- Act as a central liaison between departments and external stakeholders, ensuring alignment and responsiveness.
- Gather and present post-event feedback and operational reviews to the CEO.
- Oversee the delivery of Ramadan Festival activations across London and the UK.
- Coordinate annual evaluations and reporting with the Operations team to drive learning and growth.

Partnerships

At RTP, partnerships are more than transactions—they're relationships rooted in shared values and mutual impact. You'll work closely with the CEO to nurture and grow these connections, ensuring our mission is supported by a strong, sustainable network.

What you'll lead:

- Represent RTP with professionalism and passion at external events and meetings.
- Support the CEO in managing key relationships with sponsors, partners, venues, and high-net-worth donors.
- Use your negotiation skills to build lasting, values-aligned partnerships that support our mission.
- Identify new funding opportunities and income generation models to support our programmes and events.
- Monitor partnership performance, analyse data, and present insights and recommendations to the CEO.

Essential Experience, Knowledge, Skills & Abilities Required:

We're looking for a dynamic, mission-driven leader who thrives in fast-paced environments and brings both heart and strategy to their work. You'll be someone who sees challenges as opportunities, leads with empathy, and is deeply committed to creating meaningful impact through operational excellence and collaborative partnerships.

To thrive in this role, you'll bring:

- Deep experience in project and event management, with a strong track record of delivering high-quality outcomes.
- Demonstrated experience in partnership development and business growth, with the ability to build trust and inspire collaboration.
- Outstanding leadership, communication, and negotiation skills—you bring people together and move ideas forward.
- Expertise in managing budgets, with a sharp eye for detail and a commitment to financial stewardship.
- A history of successful fundraising and a deep understanding of income generation strategies.
- Strong knowledge of health and safety protocols, including experience writing risk assessments for large-scale events.

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- A meticulous approach to stakeholder management, with experience working across public, private, and third-sector organisations.
- The ability to stay calm under pressure, meet tight deadlines, and adapt quickly to changing circumstances.
- Experience working with and leading volunteers, creating environments where everyone feels valued and empowered.
- Confidence in engaging with a wide range of stakeholders—from local authorities and government departments to national museums and corporate partners.
- A full UK driving licence (desirable).
- First Aid training (desirable).

**To apply, send a copy of your CV and cover letter to info@ramadantentproject.com.
The email subject should be your full name and the role you are applying for (e.g. Sarah Ali, Operations and Partnerships Manager)**

Please note:

- **We are unable to consider your application without both a CV and cover letter**
- **Interviews will take place on a rolling basis**
- **Applications will close at 11:59pm on Friday 27 June 2025, applications received after this time may not be considered**
- **Should you have any questions, please write to info@ramadantentproject.com with Query: the role you are interested in (e.g. Query: Operations and Partnerships Manager)**