

RAMADAN TENT PROJECT

Role: Volunteers & HR Lead

Reporting to: Operations and Partnerships Manager

Responsible for: Volunteers

Salary: £28K-30K per annum (dependent on experience)

Contract Type: One-year part-time (24 hours) with a view to potentially full-time (40 hours per week)

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

Location: Remote and in person co-working day, on-site at all RTP events and meetings when required

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

Purpose and Key Responsibilities:

Are you passionate about building strong communities, developing future leaders, and driving positive change?

Are you ready to fly the banner for the award-winning 'Team Teal' volunteers?

Join Ramadan Tent Project as our **Volunteers & HR Lead**, where you'll lead with purpose, commitment, and flair to shape the experiences of both our volunteers and staff.

This role goes beyond managing people—it's about cultivating and strengthening Team Teal, the driving force behind our mission. You'll elevate this vibrant volunteer network, spearhead their development, and create an environment where our team feels empowered, engaged, and ready to make a meaningful impact.

At Ramadan Tent Project, we're more than an organisation—we're a force for unity, understanding, and positive change. This role isn't just about managing volunteers and HR operations—it's about empowering people to do extraordinary things.

Ready to lead, inspire, and transform? Let's make a difference—together.

What You'll Do

Volunteer & Leadership Development:

- Recruit, inspire, and mobilise Team Teal volunteers to fuel our mission.
- From executing our volunteer recruitment campaign, hosting induction sessions, to working with the events officers to plan and coordinate activity onsite.
- Developing the Team Teal volunteer journey & related procedures to ensure opportunities are maximised to support the engagement and retention of volunteers
- Design and launch a Leadership Development Programme, nurturing volunteers into confident leaders.
- Elevate volunteer experience by creating meaningful pathways for growth and engagement.
- Coach and support volunteer team leads.

HR & People Strategy:

- Onboard new staff with a seamless, welcoming experience that sets them up for success.
- Build a culture of collaboration, inclusion, and excellence.
- Lead employee engagement initiatives that keep motivation high and teamwork strong.
- Ensure HR policies and processes align with best practices, compliance, and safeguarding principles.

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Event & Operations Impact:

- Work closely with the Operations and Partnerships Manager and all Event Officers to ensure that all Ramadan Tent Project events are delivered consistently and with the high attention to detail that our guests and stakeholders expect.
- Coordinate volunteers onsite at Ramadan Tent Project events, making sure everything runs flawlessly.
- Strengthen partnerships with stakeholders, sponsors, and internal teams.
- Keep a pulse on performance and feedback, constantly refining our approach for maximum impact.
- Demonstrated ability to think strategically and make swift, well-informed decisions in high-pressure, time-sensitive situations.

Essential Experience, Knowledge, Skills & Abilities Required:

- A proven track record in volunteer leadership, HR, or community engagement (or all three!).
- Exceptional leadership and communication skills—you ignite energy in teams!
- Experience developing training programs, onboarding processes, or leadership initiatives.
- A passion for social impact, diversity, and building thriving communities.
- The ability to multitask, problem-solve, and innovate in a fast-paced environment.
- Working knowledge of best practice in volunteer management with the ability to develop policies and procedures, as well as advise others on how these should be implemented in different contexts
- Strong communication skills and the ability to engage effectively
- Collaborative mindset, adaptability, and proactive attitude in a dynamic environment
- Excellent command of English (other languages also desirable)
- Highly skilled problem solver and logical thinker
- Ability to engage with a broad range of stakeholders and audiences.
- Energy, drive and a positive attitude that motivates others and fosters ownership of strategies to take RTP forward.

**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, Volunteers & HR Lead)**

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: Volunteers and HR Lead)