

RAMADAN TENT PROJECT

Role: Programmes Assistant

Reporting to: Programmes Lead

Responsible for: Hosts, Speakers, Performers, Freelancers

Salary: £15 per hour

Contract Type: Part-time, fixed-term contract for 3 months (equivalent to 3 days / 24 hours per week)

Start date: January 2026 or as soon as ideal candidate is selected

Location: Remote and on-site at all RTP events and meetings when required

Deadline: Applications and interviews accepted on a rolling basis

Purpose and Key Responsibilities:

Are you passionate about bringing unforgettable experiences that bring people together, spark meaningful conversations, and celebrate community through culture?

At Ramadan Tent Project, we believe in the power of shared experiences to connect people, inspire dialogue, and foster understanding. As our **Programmes Assistant**, you'll play a vital role in helping us deliver meaningful and inclusive events that celebrate culture, community, and belonging.

This is a unique opportunity to contribute to the cultural and experiential heart of RTP. You'll work closely with the Programmes Lead and the wider RTP team to ensure our events are delivered to the highest standard, from planning and preparation through to delivery and evaluation. From coordinating speakers and partners to ensuring every guest feels welcomed and valued, your work will be central to ensuring RTP events run exceptionally well.

You will support the smooth running of all programme activities, managing logistics from setup to wrap-up. If you're a proactive organiser who thrives in fast-paced, people-focused environments, we'd love to hear from you.

What You'll Do

- Provide on-the-ground support during events, ensuring all elements of the programme run to schedule.
- Coordinate with the Programmes Lead, host, and wider team to ensure seamless transitions between programme segments.
- Ensure speakers, performers, and special guests are briefed, prepared, and supported throughout their participation.
- Serve as the main point of contact for programming in the lead up to and during live events, addressing queries or issues promptly and professionally.
- Support the Events Manager, Volunteers and HR Lead and Programmes Lead with guest experience on-site, ensuring everyone feels welcomed, comfortable, and engaged.
- Support the setup and breakdown of event spaces, ensuring venues are well-prepared and maintained before, during, and after each event.
- Work closely with the Programmes Lead to ensure the events are running smoothly and deepen outreach with partners and community.
- Assist the Programmes Lead with championing the visitor experience strategy, ensuring every guest interaction is meaningful, inclusive and memorable.
- Collaborate across all RTP teams to support programme delivery, resolve challenges, and share ideas.
- Maintain clear records of each event, including feedback, key learnings, and areas for improvement to inform to Programmes Lead.
- Ensure all national RTP activities align with the charity's strategic aims and objectives.

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- Provide administrative assistance to the Programmes Lead as necessary, including scheduling, correspondence, and documentation.

Essential Experience, Knowledge, Skills & Abilities Required

We're looking for a highly organised and enthusiastic individual who enjoys working with people and thrives in dynamic, event-driven environments. You will be detail-oriented, reliable, and passionate about creating welcoming and engaging experiences for all.

To excel in this role, you'll bring:

- A proactive, can-do attitude with the ability to anticipate needs and solve problems quickly.
- Excellent verbal and written communication skills, with the ability to engage diverse audiences and stakeholders.
- Strong interpersonal skills, with the ability to work collaboratively and under pressure.
- Experience of curating and producing programmes at events such as conferences, seminars, talks, or panel discussions.
- A proven track record of delivering high-quality events and programming.
- Mobility to travel around London and across the UK as required.
- Willingness to work evenings and weekends when events take place.
- Knowledge of and ability to work within existing safeguarding policies and procedures.
- Excellent command of English (additional languages are a plus and warmly welcomed).

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, Programmes Assistant)

Please note:

- We are unable to consider your application without both a CV and cover letter
- Interviews will take place on a rolling basis
- Should you have any questions, please write to info@ramadantentproject.com with Query: the role you are interested in (e.g. Query: Programmes Assistant)