RAMADAN TENT PROJECT

Role: Open Iftar City Lead 2027

Reporting to: Events Manager

Responsible for: Regional Volunteers

Salary: £15 per hour, 16 hours per week

Contract Type: Part-time with flexible hours

Start date: Mid-November 2026

Deadline: Rolling Applications until start date

Introduction:

Our Vision

A world where everyone belongs and communities flourish in social harmony and peaceful coexistence. RTP believes that stronger, more connected communities are built when people come together across differences, fostering understanding, trust and mutual respect. Through creating welcoming spaces and shared experiences, we seek to contribute to a society where everyone feels valued, included and able to thrive.

About Us

Ramadan Tent Project (RTP) is an award-winning, faith-inspired civic and cultural organisation that brings people together through the spirit and values of Ramadan. Since 2013, RTP has welcomed more than one million people through its flagship initiatives, including the Ramadan Festival and Open Iftar, transforming public spaces into places of encounter, generosity and shared human experience.

Grounded in Islamic values and open to people of all faiths, beliefs and backgrounds, RTP creates inclusive public experiences that foster dialogue, understanding and connection. As it enters its next phase of growth, RTP is evolving into a year-round cultural institution focused on belonging, social cohesion and strengthening positive public narratives about Muslims and Islam in Britain.

Our Mission

To bring people together by cultivating spaces of compassion, hospitality and service, and by fostering dialogue, understanding and connection. RTP creates opportunities for people from all walks of life to come together, share experiences and build meaningful relationships that strengthen trust and belonging.

Our Beliefs

We believe that shared experiences have the power to break down barriers, build understanding and strengthen communities. In a society increasingly challenged by division, isolation and polarisation, we create welcoming environments where people can encounter one another with openness, curiosity and respect.

The values embodied by Ramadan, including hospitality, generosity, reflection and service, offer a powerful model for civic life and social cohesion. By making these values visible and accessible through public programming, we help foster a stronger sense of belonging and trust across communities.

Our Values

As a faith-inspired organisation, our work is guided by values rooted in both Islamic tradition and universal principles of shared humanity:

- **Community Building:** bringing people together and strengthening relationships.
- **Pluralism:** embracing diversity and respecting different backgrounds, beliefs and perspectives.
- **Compassion:** acting with kindness, empathy and care.
- **Hospitality:** welcoming others with generosity and openness.
- **Service**: serving communities with sincerity and purpose.
- **Godliness:** acting with integrity, humility and spiritual awareness.
- **Excellence:** striving for the highest standards in all we do.
- **Gratitude:** recognising and appreciating the contributions of others.
- **Trust:** maintaining faith, resilience, and confidence in our purpose.

Together, these values shape how we work, how we engage with communities and how we pursue our vision of a society where everyone feels they belong.

Purpose and Key Responsibilities:

The Open Iftar City Lead 2027 is responsible for assisting the Event Manager with the planning and delivery of the respective city-specific Open Iftar event. The role requires candidates to possess a strong understanding of the local community, including links to key community organisations and stakeholders. The Open Iftar City Lead will work closely with the Events Manager, Volunteers and Fundraising Manager and Programmes Lead, to ensure collaborative planning and delivery of events. The goal is to meet the organisation's objectives through high-quality delivery of services and completion of RTP's Open Iftar UK 2027.

The successful candidate will be expected to attend regular online meetings, training sessions and briefings throughout the programme to support planning, volunteer management and event delivery.

Event Duties and Responsibilities:

- Support the Events Manager with the logistical admin, planning and execution for the organisation's flagship project Open Iftar, in the specific UK city.

- Conduct site visits with RTP Events Manager as required and liaise with the venue to coordinate logistical arrangements.
- Implement and adhere to the RTP Event Management Plan and Risk Assessments provided by the RTP Event Manager.
- Assist the Event Manager in managing the supply chain for the events including food, security, and other relevant logistics.
- Attend and actively contribute to regular team meetings, training sessions and planning briefings, providing updates on local progress, opportunities and challenges.
- Take ownership of local delivery plans and agreed actions, ensuring tasks are completed within deadlines and escalating any risks or barriers at the earliest opportunity
- Coordinate and liaise with the RTP Programmes Lead to help identify speakers and hosts suitable for the Open Iftar event.
- Coordinate with the RTP Programmes Lead to ensure the venue is adequately equipped for guest speaker requirements.
- Assist and support RTP Event Manager with key stakeholders, including venue partners, local authorities, and sponsors when required.
- Coordinate all event logistics and operations with the RTP Events Manager.
- Central point for any deliveries and transport of goods for the Open Iftar event.
- Liaise with RTP Marketing Lead on marketing and promotion of the Open Iftar in the local community.

Volunteer Duties and Responsibilities:

- Act as the main point of contact for volunteers within your city, working closely with the Volunteers & Fundraising Manager on volunteer recruitment, onboarding and engagement.
- Support local volunteer recruitment efforts where required, particularly where volunteer numbers are lower than expected.
- Coordinate and deliver volunteer inductions and briefings, ensuring volunteers understand RTP, their role, and what to expect throughout the programme.
- Maintain regular communication with volunteers through agreed communication channels, providing updates, key information and ongoing support.
- Foster volunteer engagement ahead of Open Iftar through local activities and touchpoints. This may look different in each city and could include informal meetups, coffee evenings, planning sessions, fundraising activities or smaller volunteering opportunities.
- Support the delivery of pre-event fundraising and volunteer engagement activities within your city.
- Build positive relationships with volunteers, helping them feel welcomed, valued and connected to the wider RTP community.
- Allocate volunteer roles and responsibilities, coordinate event-day rotas, and ensure volunteers are appropriately briefed for their duties.
- Provide volunteer support and oversight during Open Iftar, acting as the primary local contact for volunteer-related matters.
- Work with the Volunteers & Fundraising Manager to recognise and thank volunteers following the event, including supporting any volunteer appreciation activities where appropriate.

Experience, Knowledge, Skills & Abilities Required:

- Excellent organisational and leadership skills.
- Excellent verbal and written communication skills.

- Must be based within the city or region they represent, with strong local knowledge and connections to the communities we serve
- Familiarity with RTP, its mission, values and key areas of work.
- Experience organising and coordinating community, charity, cultural, faith-based or local events.
- Experience engaging volunteers, partners and community stakeholders.
- Ability to manage multiple priorities and deliver activities within agreed timelines.
- Collaborative mindset, adaptability and a proactive approach to problem-solving.
- Comfortable working in a fast-paced environment and responding to challenges as they arise.
- Excellent command of English (additional languages are an advantage)

Desirable Experience & Knowledge:

- Experience managing larger-scale community, charity, cultural, faith-based or local events.
- Experience in project management, programme delivery and/or budget management.
- Established relationships with local community organisations, businesses, public sector bodies or other relevant stakeholders.

To apply, please fill in the following form: City Lead Application – Fill in form

If you have any questions, please contact us at info@ramadantentproject.com