RAMADAN TENT PROJECT

Role: Events Producer (Open Iftar)
Reporting to: Events & Logistics Manager
Responsible for: Ramadan Festival Event Delivery
Salary: £15 per hour
Contract Type: Part-time, fixed-term contract until March 2027 (equivalent to 3 days / 24 hours per week)
Start date: Beginning of Mid-November 2026 or as soon as ideal candidate is selected
Location: Remote + in person co-working day, must be on-site at all RTP events and meetings
Deadline: 11.59pm – Friday 30th October

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.

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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 Events Producer will work closely with the Events & Logistics Manager to support the coordination, and execution of all Ramadan Tent Project (RTP) events, including the annual Ramadan Festival. This role focuses on providing logistical and administrative support to ensure smooth event delivery, maintaining high-quality standards across London and the UK.

The Events Producer will assist in liaising with key stakeholders, managing event resources, and supporting the events team during on-site activations. This is a great opportunity for someone with experience in Event Management and eager to develop skills in planning, coordination, and delivery.

Event Coordination Support:

- Assist the Events & Logistics Manager in delivering all Ramadan Tent Project events, including Open Iftar, Welcome Ramadan Conference and Ramadan Pavilion.
- Take ownership of assigned events or activations, coordinating all aspects independently to ensure they meet the standards expected across all RTP events.
- Arrange venue site-visits, meetings and pre-event planning with partners creating an event schedule supporting the Events Manager with overseeing event logistics (permits, risk assessments, health and safety plans, vendor selection, and managing event staff)
- Support the team in ensuring that events are executed to a high standard across all activations, in London and other UK locations.

Administrative and Logistical Support:

- Assist with day-to-day logistical tasks such as coordinating supplies (food, security, etc.) and managing procurement processes for event needs.
- Communicating with stakeholders and partners throughout pre-event, on-site and post-event evaluations.
- Ensure venues are properly equipped to meet guest and attendee requirements.

- Coordinate logistical needs independently for assigned events, including overseeing suppliers, equipment, and resources.

On-Site Event Support:

- Assist with event setup, delivery of items/supplies, transportation of goods, event management, and production, ensuring smooth operations during Open Iftar events and other RTP activities.
- Act as a support point of contact to the Events & Logistics Manager and manage event staff, working closely with the Volunteers & Fundraising Manager & UK City Leads where applicable.
- Independently lead as a Project Manager on assigned Open Iftar events or activations on-site, ensuring high-quality delivery & be the main point of contact on event day.
- Troubleshooting any logistical issues on the day in consultation with the Events & Logistics Manager where required.

Stakeholder Liaison:

- Support the Events & Logistics Manager in liaising with venue partners, local authorities, sponsors, and suppliers to ensure smooth coordination before and during events.

Team Support:

- Help with tracking event progress, addressing any issues as they arise, and ensuring compliance with organisational standards and local authority regulations.

Health & Safety:

- Assist in implementing health and safety procedures across all events and ensure compliance with venue and local authority standards.
- Support in maintaining health and safety paperwork and ensuring it is up to date for each event.

Essential Experience, Knowledge, Skills & Abilities Required:

Education & Experience:

- Experience in event support, coordination, or volunteering at events.
- Interest in non-profit event delivery and/or community-focused initiatives is a plus.
- Track record of coordinating and delivering large scale events.

Key Skills:

- Strong organisational skills and attention to detail.
- Ability to manage time efficiently and work on multiple tasks at once.
- Excellent communication skills, both written and verbal.
- A proactive team player with a positive attitude and willingness to learn.

Additional Requirements:

- Flexibility to work evenings and weekends, especially during Ramadan.
- Ability to travel across London and occasionally to other UK locations as required for event delivery.
- Preference to have a UK Full Driver's Licence

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, Events Producer)

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: Events Producer)**

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