



## Job Description: Project Support Officer

<b>Job title</b> - Project Support Officer	<b>Location</b> - Remote with occasional travel across the U.K
<b>Salary</b> - £19,000-£21,000	<b>Hours</b> - 35 hours per week
<b>Contract</b> - Fixed term until September 2024 (with potential for extension)	<b>Holidays</b> - 22 days pro rata + up to two days per Eid + bank holidays

### Educate Against Islamophobia

Educate Against Islamophobia (EAI) is an educational charity committed to combating Islamophobia in education settings across the U.K. We work closely with nurseries and compulsory education settings to:

- promote an awareness of Islamophobia including its manifestations dangers
- provide counter-narratives to common misconceptions about Islam and Muslims
- eliminate discrimination against Muslims
- foster good relations between Muslims and non-Muslims.

### About the role

Educate Against Islamophobia is seeking a diligent Project Support Officer who will be responsible for developing and maintaining positive relationships with schools across the U.K as well as building strong partnerships with local and national stakeholders including local authorities, education unions, education consortia and third sector organisations.

As a Project Support Officer, you will act as the primary link between EAI and our external partners. Your responsibilities will include:

- fostering partnerships with schools and key stakeholders
- organising local and national events (workshops and training)
- supporting the delivery of campaigns and projects
- communicating project updates through social media channels
- managing and undertaking administrative duties
- other activities and duties that are in line with the role



### **Person specification**

To be successful in this role, you must demonstrate a strong commitment to tackling Islamophobia through education as well as:

#### **Essential**

- excellent communication skills, both written and oral
- exceptional interpersonal skills and the ability to interact with a range of audiences
- strong planning and organisational skills
- the ability to build successful relationships/partnerships with external bodies/stakeholders
- the ability to work independently and as part of a team
- experience of organising events (virtual and in-person)
- experience of using online delivery tools i.e Microsoft Teams and Zoom

#### **Desirable**

- qualified to degree level
- previous experience of working in an education setting
- knowledge and understanding of the education sector

### **Closing date**

Applications will be reviewed on a rolling basis until the position is filled. Early applications are therefore encouraged.

### **Application process**

- To apply, please email your CV and a supporting statement to [recruitment@eai.org.uk](mailto:recruitment@eai.org.uk)
- Your supporting statement should set out your suitability for the role, showcasing how your skills and experiences relate to the person specification.
- This post is subject to a Disclosure and Barring Service check.

For further information or an informal discussion about this role, contact [bismha.afzal@eai.org.uk](mailto:bismha.afzal@eai.org.uk)