

# Programme Coordinator

Full time, permanent contract.

## Location

Based at Rose Castle Foundation (RCF) offices or remote working with capacity to travel domestically and internationally. If remote working, attendance at RCF offices in Cumbria will be required approximately monthly. Right to work in the UK required.

## Salary

£32,000 - £36,000 pa + benefits (dependant on experience and location)

## Reports to

Head of Programmes

## About Rose Castle Foundation

Our vision is to build a more sustainable peace in some of the world's most polarised societies. We do this by equipping a global network of leaders with the habits and skills they need to act across deep divides and transform unhealthy conflict.

With more than 20 years of experience in the field, we specialise in creating spaces for faith-formed leaders to encounter each other authentically, re-humanising those they no longer see or hear, and working towards a more peaceful future where both sides flourish – one in which their differences still matter.

We work in partnership with organisations that have the capacity to enable long-term, transformational change by supporting tomorrow's leaders to lead through change, chaos and conflict. Our partners include universities, seminaries, houses of worship, faith-based and non-governmental organisations, located in a range of the world's most divided contexts.

RCF is receiving unprecedented demand for our work and we are moving from a period of start-up to growth where there are exciting opportunities for the Foundation, our partners, and our team members. We are a close-knit team who support one another and are passionate about our mission. We look forward to welcoming new team members.

## Outline of Role

The job holder will work closely with the Head of Programmes and the Facilitator & Content Design Manager to coordinate and deliver high-quality, transformational reconciliation programming and events in the UK and abroad.

This role would ideally suit – but is not limited to – candidates at an early stage in their career with demonstrable interest in religion and peacebuilding, seeking a role that will generate a broad range of experiences and with considerable scope for professional development and increased responsibility as RCF enters a period of sustained growth.

## Responsibilities

### Programme planning & co-ordination

- Lead the coordination of RCF programmes and events in the UK and abroad, including booking venues, transport, catering, and activities such as day trips to local sights.
- Be present at events and on residential programmes where appropriate, to assist with logistics including setting up workshop rooms, preparing food/refreshments, managing resources.
- Ensure implementation of Rose Castle Foundation policies, practices and culture, as relevant to programme coordination and hospitality.
- Partnerships coordination & planning: develop collaborative relationships with key partners across a number of sectors. Work with partners to collaboratively coordinate programme activities, flow and resources. When appropriate, plan and organise trips or events to deepen and develop new partnerships.
- Serve as an integral part of the Programmes & Partnerships (P&P) team, helping coordination of the P&P meeting agenda, keeping minutes, contributing to strategic discussions, and liaising with the team to ensure timely completion of all logistical tasks
- Update and maintain partnerships and programmes tracking systems (including use of Trello, Slack and Hubspot)
- Resource production: work closely with the Content Design Manager and Head of Programmes to produce and disseminate high quality products and resources (including use of Canva).
- Project coordination: assist as necessary in the co-ordination and execution of RCF's grant-funded projects
- Any other such supportive functions that optimise the planning and delivery of RCF programmes, projects and convenings.
- Support with preparation of programme resources.

### Programme contracting, budgeting and procurement

- Communicate with partners during the programme design phase, to draft proposals and budgets for programmes, and contracts where appropriate
- Liaise with programme/event partners as required throughout coordination process
- Maintain programme budgets and action expenditures/transactions
- Ensure smart procurement through research into contractors; maintain procurements records
- Organise and procure any resources and professional printing required for events and programmes, including ensuring the office supplies are well stocked and organised
- Coordinate multiple programmes and events simultaneously with exceptional organisation skills and initiative

## Monitoring and evaluation

- Assist with integrating RCF's monitoring and evaluation process into the pre-, during and post-programme design loop for every programme.
- Support with the capturing of programme and event feedback and evaluation for internal and external purposes, including the annual report.
- Data management: Maintain annual monitoring records of programmes and events. Ensure cohort/participant data is captured on Hubspot.
- Reporting: Support the Co-Director (Impact & Partnerships) and Facilitator & Content Design Manager to produce programme impact evaluation reports and the Annual Directors' Report.

## Programme Facilitation (desirable but not essential)

- Support session planning and programme design: work with the Head of Programmes and Facilitator & Content Design Manager with the design of programmes, workshops and sessions.
- Capacity to facilitate sessions on programmes (for candidates with appropriate interest and experience)
- Support participant 'home groups' – smaller on-programme groups where participants can reflect and further explore learnings in safe, supportive space during a programme.

## Person Specification

### Essential skills and experience

- Exceptionally strong organisational skills and demonstrable ability to simultaneously manage and process a range of diverse tasks and responsibilities
- Ability to transform creative ideas into practical deliverables and follow through with detailed implementation
- A critical awareness of how to navigate religious, cultural and social differences within a diverse, multi-cultural, international working environment
- Ability to prioritise and be proactive, acting on own initiative where needed.
- Excellent communication skills in English, both oral and written.
- Collaborative, personable team player.
- Able to demonstrate experiences of using initiative.
- Excellent IT competence with Microsoft 365, especially outlook, mail, calendars, and Excel.
- Demonstrable experience in managing budgets and accounts. Prior experience in programme/event management and coordination
- Ability to demonstrate initiative in finding cost efficiencies whilst maintaining the quality of programme experience
- Willingness to travel regularly to Rose Castle, other UK locations, and international travel for programmatic delivery and partnerships
- Comfortable working remotely with RCF colleagues and other project team members or partners in a virtual team

## Desirable skills and experience

- Experience participating in or facilitating intra- and/or inter-religious dialogue
- Basic theoretical and practical knowledge of peace education, conflict transformation, reconciliation
- A good understanding of/interest in the Abrahamic faiths
- Experience in using Canva and/or other design software
- Experience using Slack, Trello or similar software
- Experience with HubSpot or similar CRM systems

## Personal Attributes

- A demonstrated passion for the vision and work of the Rose Castle Foundation.
- Strong alignment with the values of Rose Castle Foundation.
- Proactive, motivated, and creative thinker.
- Collaborative team player with excellent interpersonal skills.
- Willingness and ability to travel domestically and internationally – approx. 20% for team gatherings, programme and partnership development.

## Qualifications

- Preference for BA in Peace and Conflict Studies, Peacebuilding and Conflict Resolution, Religious Studies, Theology, Psychology of Religion, or another relevant field, or equivalent professional experience.

## Salary and Benefits

- Salary £32,000 - £36,000 pa (dependant on experience and location)
- Auto enrolment pension: Employer contribution of 5%, toward compulsory employer/employee minimum of 8%
- 25 days holiday + 8 UK Bank Holidays, with some flexibility on when Bank Holiday days may be taken, in sympathy with different faith traditions
- TOIL policy to compensate for hours worked outside of normal working hours to help ensure a healthy work-life balance.
- Reflection Day for team members to focus on personal well-being and intentionally provide time for personal reflection

# Apply here



Charity Registered in England and Wales no. 1159568

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