



## **Job Advert**

### **Interfaith Scotland Education and Development Officer**

#### **Organisation Profile**

Interfaith Scotland is a Scottish charity (SC029486) specialising in promoting and facilitating constructive engagement between different faith and belief communities across Scotland through dialogue, educational activities, civic engagement, and the promotion of religious equality. Interfaith Scotland provides a forum for people from diverse religions to dialogue with one another on matters of religious, national, and civic importance.

We facilitate dialogue for local interfaith groups, faith communities, young people, women, religious leaders, our members and members of the general public. We educate and engage through presentations and seminars, religion and belief equality training, school workshops and producing resources.

**Job Title:** Education and Development Officer

**Working Hours:** 15 hours per week

**Job type:** Freelance

**Salary:** £15 per hour

**Location:** Interfaith Scotland office in Glasgow with regular travel across Scotland

**Contract type:** Fixed-term contract until 31st May 2027

**Interview Date:** Wednesday 13<sup>th</sup> May 2026

**Start Date:** Week beginning 1<sup>st</sup> June if possible

#### **Job Summary:**

The Education and Development Officer is responsible for planning and delivering interfaith projects and events across Scotland with a particular focus on schools, universities and Scottish Interfaith Week.

## **Main responsibilities:**

### **Primary and Secondary Schools**

- Delivering the schools programme across Scotland (10 schools in the funding period). Advertising the programme to schools, recruiting volunteers and delivering volunteer training, coordinating school visits, supporting volunteers and giving talks at schools when appropriate, keeping a record of project expenditure, monitoring and evaluating school visits with pupils and staff, reporting to funders
- Supporting the Faces of Faith exhibition across Scotland – delivering workshops on the exhibition for pupils (6 schools in the funding period)

### **Universities**

- National Interfaith Youth Advisory Board - recruitment of new members via University Chaplaincies and Freshers Fairs, leading three meetings of the Youth Board, providing opportunities for Youth Board members to volunteer at events, run their own events and respond to consultations

### **Scottish Interfaith Week: November 2026**

- Encourage and support schools and universities to host events during the week
- Co-ordinate 'Scottish Interfaith Week Ambassador' volunteers

### **Annual Retreat**

Support the staff team in delivering the Annual Retreat on Holy Isle from 11 – 14<sup>th</sup> September (if available)

**Any other projects and events that may require support by other team members.**

## PERSON SPECIFICATION

### Essential

- Excellent written and verbal communication skills
- Excellent organisational skills
- Event management skills
- Ability to work independently on project planning and delivery
- Ability to work collaboratively on projects with colleagues
- Ability to co-ordinate and support volunteers
- Ability to run training sessions for adults and workshops for school pupils
- Ability to monitor and report on the schools programme for funders
- Educated to degree level or equivalent

### Desirable

- Experience of working or volunteering in schools
- Experience of working or volunteering with community groups
- Experience of working with volunteers
- Experience of delivering workshops in a school and/or community setting
- Experience of working with people from diverse backgrounds
- Knowledge of the diverse faith traditions of Scotland

## PRACTICAL DETAILS

- This post requires occasional evening and weekend work with the possibility of occasional overnight stays
- This post requires travel across Scotland

### **Essential criteria:**

- Right to work in the UK
- Appointment to this post will be subject to membership of the PVG Scheme for children, in line with Disclosure Scotland requirements. The cost of the PVG check will be covered by Interfaith Scotland.

Please email [admin@interfaithscotland.org](mailto:admin@interfaithscotland.org) your CV and covering letter outlining your skills, experience and interests by 29<sup>th</sup> April at 5pm.

Interviews will take place at Interfaith Scotland's office in Glasgow on Wednesday 13<sup>th</sup> May 2026, with provision for online interview if necessary.

If you are called to interview you will be asked to give a short presentation.