



PROGRAMME FACILITATOR
(15 hours per week, Mondays & Tuesdays, six-month post, fixed-term)
£15.10 per hour (gross)

This is an exciting opportunity to be part of a charity specialising in interfaith relations which works with a range of diverse public sector bodies such as local authorities, police, fire service, schools and colleges.

This active role will be to facilitate the delivery of safe, enjoyable and impactful programmes.

The Programme Facilitator will support the Education Officer to organise materials, resources, host groups and facilitate the delivery of education sessions. You will work closely with teachers, parent helpers, schoolchildren and our faith practitioners. On occasion, you will support the delivery of our corporate training offer.

We are looking for an individual with experience of organising and hosting events, an exemplary attendance record and good attention to detail. This post will require a DBS check. Applicants must have the right to work in the UK.

The appointment is fixed-term for six months (Oct 2026 – Mar 2027), part-time, for 15 hours per week to work on Mondays and Tuesdays. The post is largely remote with off-site engagements across the region and sometimes beyond, a regular feature of work. Flexibility on working location will be required. A base at St Philip's Centre will be provided for preparation tasks. Additional hours will be payable at standard overtime rates.

To apply:

Email your CV and application form to: director@stphilipscentre.co.uk

Deadline is 5pm on Thursday 17th September 2026

Interview date is expected to be Monday 21st September 2026.

JOB DESCRIPTION: PROGRAMME FACILITATOR

Job Title: Programme Facilitator

Purpose: To support the delivery of our education programmes including hosting school visits and to facilitate workshops/ sessions led by colleagues.

Location: Remote, offsite working at various venues in Leicestershire and beyond. Occasionally, overnight stays may be required for which costs will be covered. Travel to other locations will be necessary. Travel costs will be reimbursed. Access to a vehicle is essential with business use insurance. A base will be provided at St Philip's Centre, 2A Stoughton Drive North, Leicester LE5 5UB.

Accountable to: Deputy Director.

Hours: 15 per week, Mondays and Tuesdays.

Salary: Gross salary for the 6 months is £5,889.00 (the full-time annual equivalent salary is £29,445).

Annual leave entitlement: 25 days per annum plus 8 Bank Holidays pro rata. For the six-month post this is 49.50 hours in total including Bank Holidays (6.6 days).

Review: This post has an initial three-month probationary period. Notice period is one-month.

Tasks (specific):

- To facilitate and supervise the safe, enjoyable and impactful delivery of education programmes including those away from the Centre.
- To sort, clean, prepare and manage a range of educational resource boxes and materials which are used to deliver programmes such as the Religion & Belief Roadshow, Assemblies, Workshops & Carousel, visits to places of worship, Incredible Indian Experience, The World in One Street and other similar school engagements.
- To provide an official SPC welcome and act as a guide and contact for school visitors and for programmes delivered in schools/ nominated venues.
- Transporting faith practitioners from SPC/ home to programme venues where appropriate.
- To briefly introduce the work of SPC on programmes and to support/ supervise programmes in schools, SPC and/ or places of worship.
- To assist, guide and support faith practitioners to set up activities/ presentations.
- To lead on some general activities for children.
- To intervene if programmes are moving beyond informing and education and could bring reputational risk to the Centre.
- To work with the Education Officer and other SPC colleagues to organise hospitality where required.
- To set up and set down tables/ chairs as and when required.
- Where required, cleaning facilities, packing away and storing items after school visits.

- To assist in the communication of our work e.g. taking photos or recording testimonials from programmes where possible and appropriate.
- To be alert to and to draw senior manager attention to any issues of risk including safeguarding and wellbeing which may occur on engagements.
- To be willing to undertake and complete training and development in relation to carrying out risk assessments, health and safety, fire safety, first aid, safeguarding and related requirements designed to improve quality and safety.
- To ensure the continued quality delivery of programmes by carrying out periodic observations.
- To work with colleagues to produce and review programme risk assessments.
- On occasion to support the delivery of our corporate programmes which are led by the Deputy Director.

Tasks (general):

- To maintain good relationships with staff, volunteer faith practitioners, teachers, parent helpers, coach drivers, schoolchildren and corporate partners.
- This is an active role and will require transporting resource items. This will involve some carrying but support apparatus will be provided.
- To perform other duties commensurate with supporting the scope and breadth of work at the Centre.
- To undertake all duties with due regard to your own health and safety and that of colleagues and members of the public.
- To promote good relations between people of different faiths and those of no religious belief.

PERSON SPECIFICATION: PROGRAMME FACILITATOR

The person appointed will need to have a clear commitment to the aims and ethos of St Philip's Centre.

Essential Experience & Knowledge

- Experience of working with children/ young people and the public.
- Good organisational skills including event hosting.
- Demonstrable experience - paid or voluntary of working with people.
- Exceptional customer service skills and ability to work under pressure.
- Ability to facilitate and speak in public.

Essential Skills & Abilities

- Excellent verbal communication skills.
- A good ambassador.
- Awareness of issues of risk and public safety.
- Open and respectful approach to working with other faiths and cultures and ability to relate well to people of all ages and backgrounds.
- Experience of working with key public sector organisations e.g. schools, colleges.
- Ability to work under pressure and to manage changing priorities.
- Good interpersonal skills to build and maintain relationships with staff, clients, trainees and partner organisations.
- Good understanding of health and safety and safeguarding practices.
- Good level of fitness.
- Ability to work independently and as part of a team.
- Highly self-motivated.
- Ability to work flexibly (location, time, day).
- Loyalty, enthusiasm and a team player.
- Access to vehicle essential with business use insurance.

Desirable Experience & Knowledge:

- Degree level education
- Teaching/ training experience in religious studies or similar field.
- Knowledge of education sector and religious education provision.

Team: Education Officer, faith practitioners, Deputy Director.

Management: To the Deputy Director at St Philip's Centre with task allocation and support provided by the Education Officer.

Location:

Remote, offsite working at various venues in Leicestershire and beyond. A base will be provided at St Philip's Centre, 2A Stoughton Drive North, Leicester LE5 5UB. Travel to other locations will be necessary. Travel costs will be reimbursed. Access to a vehicle is essential with business use insurance.

Hours: 15 hours per week, six-months (Oct 2026 – Mar 2027), Mondays and Tuesdays. Additional hours will be paid at standard overtime rates.

Salary: Gross salary £15.10 per hour.

Annual leave entitlement: The post comes with pro rata 25 days annual leave plus 8 bank holidays and other disbursements, including travel expenses.

Pension scheme:

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

After an initial qualifying period of 3 months, the Centre will enrol you into our pension scheme. If you join the pension scheme, the Centre will make contributions of 5% of your basic pay provided that you make a matching contribution of 3%. If you join the pension scheme, St Philip's Centre will also pay contributions to provide a lump sum should you die in service. This lump sum is twice your pensionable salary. You can opt out of the pension scheme if you want to but if you stay in, you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future.

For more information: Contact Riaz Ravat, Deputy Director on 0116 273 3459.