

Job Description

Job Title: Engagement Manager

Responsible to: Programme Manager

Salary: £40,000 per annum

Start: Immediate

Location: Office-based role: Central London

About the Aziz Foundation

The Aziz Foundation is a family charitable foundation that supports British Muslim communities in critically engaging with public narratives and addressing the social challenges they face and those affecting wider society. We are committed to building a vibrant and impactful community of changemakers through our flagship Masters Scholarships programme, which has awarded more than 660 scholarships to British Muslims, and our pioneering Internships Programme, which creates paid internship opportunities at leading employers across the UK. In addition, the Foundation makes a small number of strategic grants annually to enhance the impact and reach of our core programmes.

Job Purpose

The Engagement Manager role is central to fostering a dynamic network that supports Aziz alumni in their career development, community engagement, and personal growth.

The Engagement Manager will manage all engagement with Aziz alumni and scholars, ensuring effective administration, relationship building, support programmes and communications.

There is significant potential to develop this stream of work, which will appeal to someone with creative ideas to synergise the talents, passion and opportunities available.

Main Duties and Responsibilities

Broadly, the main duties and responsibilities will include, but not be limited to, the following:

- Engage with the community of scholars and alumni through a curated programme of events, webinars, activities and workshops throughout the year.
- Manage the Professional Development Fund, including due diligence of service providers, and impact evaluation of courses.
- Coordinate social media campaigns that highlight alumni success stories and Foundation milestones.
- Maintain relations with scholars and alumni, record and publicise their achievements
- Contribute to internal planning, reporting, and strategy discussions to ensure alumni engagement remains aligned with Foundation goals.

Weighting of responsibilities and duties

- Engagement - 50%
- Programme Management - 25%
- Communications - 25%

Person Specification

Essential:

- Proven experience in stakeholder engagement, community building, or alumni relations.
- Excellent communication and interpersonal skills, with the ability to connect with diverse individuals and groups.
- Strong social media and digital content creation skills.
- Organised, proactive, and able to manage multiple projects independently as well as work within a small team
- Passion for social impact, education, and community development.
- In-person and virtual event management experience

Desirable:

- Experience working within a charitable or educational organisation.
- Experience with career advice
- Familiarity with British Muslim communities and the challenges/opportunities they face.
- Proficiency in using digital tools for community engagement and event management

The Aziz Foundation reserves the right to vary or amend the duties and responsibilities of this role at any time according to its needs.

How to Apply

Please send your CV and a cover letter (of no more than 1,000 words) outlining your interest in and suitability for this role to all@azizfoundation.org.uk by **Monday, 30th June 2025, 4 pm.**

We encourage early applications, as interviews will be conducted on a rolling basis and the position may be filled before the application deadline.