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**Job Title: Scholarship and Operations Coordinator**

**Location:** Central London
**Salary:** £26,000 – £30,000 per annum (depending on experience)
**Contract Type:** Full-time
**Reporting To:** General Manager

# About Avicenna Foundation

Avicenna Foundation is a pioneering leadership development organisation dedicated to empowering the next generation of British Muslim leaders. Our vision is a society where the full potential of the British Muslim community is unlocked—enriching the UK’s social, cultural, and economic fabric and inspiring global progress.

We run the most comprehensive scholarship and leadership development programme for young British Muslims in the UK. Our approach combines academic support, mentorship, emotional and spiritual development, and real-world exposure to create ethical, confident, and visionary leaders. Grounded in our core values—**Hikmah** (Wisdom), **Akhlaq** (Ethical Character), **Ithar** (Altruism), **Khidmah** (Service), and **Ihsan** (Excellence)—we aim to deliver a lasting impact on communities and society as a whole.

# Role Purpose

We are seeking a proactive go getter and detail-oriented Scholarship and Operations Coordinator to support the smooth running of our core programmes and daily operations. Reporting to the General Manager, you will play a vital role in ensuring that the Avicenna Scholarship Programme is delivered to the highest standard, and that organisational systems and processes are efficient, well-managed, and evolving with our needs. As the primary point of contact for scholars, the candidate will be expected to hold scholars accountable for their studies and participation in the programme, ensuring that scholars match programme expectations.

This role is ideal for someone who is organised, values-driven, and excited to work in a fast-paced, purpose-led environment. You will be part of a small, collaborative team with opportunities for growth and professional development. Among the primary responsibilities of the Scholarship and Operations Coordinator will be leading on social media delivery, where the post-holder will be expected to create, organise and coordinate social media posts across platforms.

# The Right Fit

This role is ideally suited for someone who combines sharp operational acumen with a bold sense of purpose and ambition. As a growing organisation in its early stages, Avicenna Foundation is fast-paced and evolving—an environment that will challenge and stretch you. We are looking for someone with **commitment, drive, and resilience**; someone who brings both the **right attitude and aptitude** to lead through complexity and uncertainty.

You must be comfortable taking initiative, building systems from the ground up, and working across multiple priorities. In return, this role offers a rare and exciting opportunity to **catalyse your career**, helping build a pioneering organisation from the inside out—and leaving a lasting mark on a movement for change.

# Key Responsibilities

## Scholarship Programme Support

* Coordinate the day-to-day operations of the Avicenna Scholarship Programme.
* Act as the first point of contact for current scholars, supporting their journey and responding to queries.
* Schedule, organise, and support logistics for scholar events (retreats, coaching sessions, socials).
* Maintain accurate scholar records and support monitoring of their progress.
* Help coordinate the annual scholarship application cycle, including communications and applicant tracking.

## Operations and Administration

* Provide operational and administrative support to the General Manager and wider team.
* Maintain internal systems including scheduling, database management, and workflow tools.
* Assist in preparing internal reports, grant applications, and board documents.
* Support financial admin such as invoice processing and budget tracking.
* Ensure smooth office administration and vendor coordination.

## Communications and Stakeholder Support

* Coordinate internal communications to scholars, mentors, and partners.
* Support with website and lead social media engagement.
* Assist with alumni engagement and data management.

# Person Specification

## Essential:

* Proven organisational and coordination skills, ideally within a nonprofit, education, or youth-focused context.
* Excellent attention to detail and a structured approach to work.
* Self-motivated, proactive, and able to use initiative to solve problems and anticipate needs before they arise.
* Resilient and adaptable, with the ability to manage multiple tasks and shifting priorities in a fast-paced, evolving environment.
* Willingness to learn quickly, take on new responsibilities, and grow with the role.
* A strong sense of ownership and accountability for delivering high-quality work.
* Strong IT skills (Google Workspace, MS Office, Zoom, project management tools).
* Clear, confident communicator with good written and interpersonal skills.
* Able to think ahead, troubleshoot, and contribute ideas to improve operations and systems.
* Understanding of using and how to engage audiences online through communication and social media.
* Alignment with the values and mission of the Avicenna Foundation.

## Desirable:

* Experience working with scholarship or leadership development programmes.
* Familiarity with Salesforce, Airtable, or similar CRM tools.
* Understanding of British Muslim community contexts or Islamic leadership values.
* Event coordination experience.

## What We Offer

* A rare opportunity to be part of a movement with great career growth potential.
* A values-driven, collaborative and mission-focused work culture.
* Opportunities for personal and professional growth.
* The chance to play a key role in a transformative movement—and help build a legacy.

# **Application Process and Timeline**

We are looking to appoint a passionate and capable individual who is excited by the opportunity to shape an emerging organisation with transformational potential. The application process is designed to assess both **skills and cultural alignment** with the mission and values of the Avicenna Foundation.

## **How to Apply**

Please submit the following documents via email to jobs@avicennafoundation.org.uk, with the subject: “Scholarship and Operations Coordinator Application”:

* A CV (maximum 2 pages)
* A Cover Letter (maximum 2 pages) explaining your interest in the role and how your experience aligns with the responsibilities and person specification

## **Application Timeline**

| ****Stage**** | ****Date**** |
| --- | --- |
| Applications Open | 12th August 2025 |
| Application Deadline | 11:59pm, 26th August 2025 |
| Shortlisting Notification | Week commencing 25th August 2025 |
| First Round Interviews (Online) | Week commencing 1st September 2025 |
| Final Interviews (In-person, Central London) | TBD |
| Offer Made | 8th September 2025 |
| Start Date (negotiable) | Early October |

We encourage early applications, as we may close the vacancy once a suitable candidate is identified.

If you have any accessibility needs or require accommodations during the application process, please don’t hesitate to let us know.