



Inspiring Brighter Futures

JOB DESCRIPTION

Organisations: Council for Arab British Understanding (Caabu) and Amjad & Suha Bseisu Foundation

Job title: Education and Scholarships (Coordinator)

Location: London, UK, with some travel to other locations in the UK

Contract: Full time with a split of 3 days/week at Bseisu Foundation and 2 days/week at Caabu

Duration: One year, with strong possibility of renewal

Salary and holiday: The salary range will be £30,000–£34,000 depending on experience. You are entitled to 25 days' holiday per year, excluding public and statutory bank holidays.

How to Apply:

Please send a **CV and cover letter** (max 2 pages each) explaining your interest and how you meet the criteria to scholarships@bseisufoundation.org. Add your name and **Education and Scholarships (Coordinator)** in the subject of the email.

Please mention your name and position you are applying for in the subject of the email.

Send your application by 7 December, at 11:59pm.

Background

About the Bseisu Foundation:

The Bseisu Foundation advocates to break down financial and structural barriers that prevent talented young people from the Levant region — namely Palestine, Syria, Lebanon and Jordan — from accessing the very best higher-education opportunities. We focus primarily on STEM postgraduate study at world-class universities across the UK, US, Middle East and Malaysia, working with partner institutions, scholarship programmes and funding organisations. By supporting bright students (especially women and refugees) with full scholarships, building a thriving alumni network, we empower individuals to drive change in their communities and beyond. With more than 170 scholars supported since 2015, and a deep commitment to long-term impact, the Foundation is entering a new phase of strategic development, expanding its partnership base and reshaping its programme infrastructure to support the new developments.

About the Council for Arab-British Understanding (Caabu):

Caabu is a not-for-profit cross-party organisation whose mission is to work for a British Middle East policy that promotes conflict resolution, human rights and civil society in the Arab world through informed debate and mutual understanding.

For 50 years, the Council for Arab-British Understanding (Caabu) has been directly building links with students in UK public and private sector secondary schools through a programme of workshops and talks about the Arab world, at the same time developing customised learning resources to encourage student engagement.

Caabu is seeking support to deliver an innovative programme to British schools to address knowledge gaps about Arabs and Islam as well as stereotypes about Arabs and Muslims. This builds on Caabu's



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long-term experience in delivering workshops at schools, to address a massive increased demand from teachers for assistance in addressing in a professional manner some of the most sensitive issues of the day.

The programme aims to inspire critical thinking and for students to look beyond the headlines to the underlying issues. The aim will also be to assist teachers with a variety of exciting resources and lesson plans.

Both organisations are in need of a dedicated employee to support their work in a joint role, working three days a week for Caabu and two for the Foundation.

Role to cover:

For Caabu:

- Making regular presentations and organising workshops at schools throughout the UK on the Arab World, its people, and culture
- Liaising with schools and education authorities throughout the U.K.
- Development of teaching materials and other resources.
- Developing Caabu's role in schools by implementing other educational projects
- Website content

For the Bseisu Foundation:

To provide coordination and communications support to the Foundation's scholarship programme and student network, helping to build community among scholars and enhance the Foundation's visibility and engagement online.

Key Responsibilities:

Student and Alumni Engagement:

- Support applicants through the scholarship process, answering queries and guiding submissions.
- Build and maintain relationships with current scholars and alumni.
- Plan and deliver student social and educational events (e.g. welcome receptions, networking gatherings).

Communications:

- Maintain and update the Foundation's website and social media channels.
- Develop engaging content (profiles, updates, stories) showcasing scholars' achievements.
- Support the preparation of newsletters, donor communications, and reports.
- Liaise with interns, volunteers, and design contractors as needed.

Administrative Support:

- Maintain scholarship and donor records.
- Assist with event logistics, scheduling, and communications.
- Support monitoring and reporting requirements.



Person Specification:

Experience

- Degree in politics/international affairs or subject related to the Arab World
- Experience of either living or travelling in the region desirable.
- 2–3 years' experience of working in an NGO or education-related role. Similar roles played on a volunteer basis also count towards the years of experience.
- Excellent written and verbal communication skills, with strong attention to detail
- Confident organiser with ability to manage multiple tasks.
- Knowledge of higher education or scholarship processes desirable.

Interpersonal

- Presents themselves in a professional manner
- Excellent attention to detail and accuracy
- Efficient and organised approach to work
- Ability to work under pressure and achieve tight deadlines.
- Interest in the Middle East and commitment to the mission of the organisations.

Skills & attributes

- A motivated self-starter, proactive, flexible and able to respond positively to challenge and ad-hoc requests
- Ability to work on own initiative with minimum supervision
- Strives for continuous improvement; brings solutions and constantly seeks new and better ways to work
- Actively shares Organisations' vision and demonstrates ability to adapt to change
- Good knowledge of Microsoft Office Packages

Note: this include what is required to fullfill both roles (make sure you answer to the person specification having in mind what each role is trying to achieve.)

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Please note that you have to have the right to work in the UK before applying to this role.

We encourage you to apply even if you are interested in part time role or interested to work with only one of the organisations.