



## JOB DESCRIPTION

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

**Job title: Education and Scholarships Officer**

**Duration: One year**

### Background

The Amjad & Suha Bseisu Foundation provides formal scholarships and financial support to selected students in need primarily from Palestine, Lebanon and the wider Middle East.

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.

Both organisations are in need of a dedicated employee to support their work in a joint role, working two days a week for Caabu and three 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 Amjad & Suha Bseisu Foundation:

- Liaise with Educational Institutions, Organisations and Students
- Website Content
- Review applications for support
- Keep records of scholarships awarded / agreements entered into / partner donors etc
- Build and develop network of appropriate contacts and stakeholders

### 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.

## Interpersonal

- Excellent written and verbal communication skills
- 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.

## 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

## Salary and holiday

The salary range will be £25-30,000 depending on experience.

You are entitled to 20 days' holiday per year, excluding public and statutory bank holidays.

## About Amjad & Suha Bseisu Foundation

The Amjad & Suha Bseisu Foundation primarily focuses on aiding the disadvantaged regions of the Middle East. Most of our success stories involve educating and empowering others both in and out of the Arab world

<http://theamjadandsuhabseisufoundation.com>

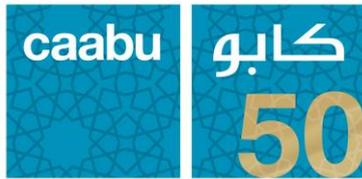
## Current Formal Scholarships:

Chevening Bseisu Scholarship – Imperial College, London

Bseisu Imperial College Business School Scholarship – Imperial College Business School, London

## In Progress:

Bseisu Fellowship – Stanford University



**Partner Organisations:**

Students also sponsored via:

AMIDEAST

Gaza Scholarship Fund

Life Lebanon

Taawon / Bridge Palestine

**Other:**

Major Pledge over 7 years to Duke University Pratt School of Engineering

**About Caabu's Education Programme**

For over 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 delivers 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 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.