

Vacancy: Enforcer of the British Community Foundation

Job description:

The British Community Foundation (BCF) is a non-profit initiative established under the Qatar Financial Centre (QFC). Its three aims are to:

- Support the welfare and wellbeing of the British community in Qatar;
- Promote initiatives that enhance British community engagement;
- Foster strong relationships between the British community and wider Qatari society.

The BCF is governed by a small Council, chaired by the British Ambassador. We are recruiting an **Enforcer** who will be responsible for ensuring the British Community Foundation is compliant with QFC regulations, will act as secretary to the British Community Foundation Council and will oversee day-to-day operations for the Foundation. The job title – Enforcer – reflects the responsibilities you will have to enforce QFC rules and regulations.

The British Community Foundation will launch officially in September 2025. The organisation is in its infancy. We want a dynamic and motivated self-starter who is able to support the Foundation as it grows and ensure its success. You will have diverse responsibilities, branching into all fields relevant to start-up businesses and non-profit organisations. There will be wide-ranging opportunities for personal growth and learning.

The Enforcer is the only paid role with the BCF. You will be line managed by the Deputy British Ambassador who acts as Vice Chair of the British Community Foundation Council. You will also work closely with the BCF Council, supporting them to take decisions in the best interests of the Foundation. You will also oversee and coordinate a network of supporters and volunteers who help make BCF events and activities possible.

Duties and responsibilities:

- **Compliance with QFC regulations:** You will be responsible for ensuring the BCF's operations are compliant with QFC rules and regulations, including on data policy, employment policy, tax and accounting. You will maintain detailed financial records and work with the BCF Treasurer on the Foundation's annual tax returns and audit.
- **Secretary to the BCF Council:** You will be responsible for preparing agendas and papers for the Council, recording Council minutes and ensuring summaries of Council agendas and key decisions are made available online. You will also be responsible for preparing an annual report for the Council on BCF operations including annual accounts, prepared with the support of the Treasurer. You will

need to anticipate emerging challenges and opportunities and provide appropriate plans, policies and recommendations.

- **Overseeing delivery of BCF events and activities:** You will lead on delivery of BCF events held on the Embassy compound, working with a team of volunteers. You will also oversee the full programme of BCF events and activities, ensuring that volunteer leads are delivering initiatives effectively and in line with BCF guidance. You will update the Council accordingly.
- **Outreach and revenue raising:** You will lead on outreach to the British community, promoting the BCF via targeted networking, in-person events and the BCF social media strategy. You will use this engagement to ensure BCF activities are aligned with community needs, to gather new proposals and volunteers, and to deliver the BCF revenue-raising strategy, including securing donations and sponsorship.
- **Website and social media management:** You will be responsible for maintaining and updating the BCF's online presence, including managing the BCF website, marketing platform, and social media channels.

This list is not exhaustive, and the jobholder will be required to be flexible. Specific responsibilities could change in the future as the BCF grows and develops.

Essential qualifications, skills and experience:

- Excellent written and verbal communication skills in English. Able to express ideas and messages clearly and concisely. Able to write to a high standard for a wide range of audiences.
- Excellent interpersonal skills, including a proven ability to engage and influence at a senior level, to engage others in a shared vision and to form effective partnerships and relationships with people from a range of diverse backgrounds.
- Excellent organisational skills and the ability to prioritise and ensure delivery across multiple deadlines and work streams. The confidence to work on own initiative.
- Strong IT skills including confidence with social media and website building (Facebook, Instagram, Linked In, and WordPress).
- Strong understanding of British culture and values and the needs of the expat British community here in Qatar. Strong understanding of and respect for the Qatari legal and cultural context.

Desirable qualifications, skills and experience:

- Previous experience in marketing, event management, comms or website design would all be welcome.

Diversity and Inclusion:

The BCF is an inclusive organisation, we value diversity and promote equality.

The BCF has a zero-tolerance approach to any form of bullying, harassment or discrimination and is fully committed to ensuring a safe and inclusive work environment for all its employees, volunteers and supporters.

Terms and conditions and remuneration:

Application deadline	23.55 (local time) on 16 November 2025
Type of position	Permanent, part-time subject to three (3) months' probationary period
Working hours per week	16 hours
Fixed term	No
Monthly salary	QR 5,600 non-negotiable
Start date	1 January 2026

The BCF does not make any pension contributions, does not provide immigration sponsorship, nor provide any housing, relocation, schooling, or transport. The BCF is able to offer health and disability insurance.

This is a part-time role. The BCF is happy to accommodate a wide range of flexible working practices, where operational and security needs allow. The nature of the work – particularly supporting delivery of our community events - may sometimes require you to undertake your duties outside of standard office hours.

Eligibility:

If you are selected for this position, we will be able to employ you as long as you:

- Have or are able to obtain the right to live and work in Qatar, including those under spouse sponsorship;
- Pass the pre-employment checks, including security vetting and any mandated medical checks.

How to apply:

Interested candidates should submit their applications via the link on our website (www.bcfqatar.com), including:

- 1) an up-to-date Curriculum Vitae (CV);

2) a short statement explaining why you want the role and how you meet the requirements of the job with reference to your skills and previous experience (500 words maximum).

3) a one-minute video introducing yourself and explaining why you want the role.

Applications that do not include this information will not be considered. Candidates who reach the interview stage will be asked to provide two references from previous employers.

Please refrain from the use of AI based tools when completing your application, this is to ensure a fair competition for all candidates and helps maintain the integrity of the application process. If the use of AI is identified, your application may be rejected.

Closing date for receiving applications is before 23:55 (Local Time) on 16 November 2025. Applications received after the stated deadline will not be considered.

What Happens Next?

Once the position has closed, applications will be screened by the current BCF Enforcer to ensure all are compliant with the terms of the vacancy. A panel of BCF Council members will then sift the candidates based on the application information provided. Shortlisted candidates will be invited to interview and asked to provide two references from previous employers.

Once an offer of appointment is made, the current BCF Enforcer will contact you to arrange start dates, induction and handover.

The recruitment process, including security clearance, is expected to take between 4-6 weeks. The start date mentioned in the job advert is a tentative start date subject to completion of security and eligibility checks.