

The World Federation of KSIMC is a Muslim Charity with a 40-year heritage based in North London. With the motto “We exist to serve” we are a UK Registered Charity (No 282303), and an NGO in Special Consultative Status with the Economic & Social Council of the United Nations. Our focus is on assisting our community members and humanity at large in the fields of Economic Development, Education and Social Progression.

Chief Operating Officer

Job Specification

We are searching for a dynamic and experienced leader to join The World Federation in the role of COO (Chief Operating Officer) to ensure efficient operation of the charity, and to work on synergies with our regional membership to guarantee success on our global objectives. You will report to the Office Bearers / Trustees of the institution.

The role will be based in our Head Office in Stanmore, London, UK. Working hours are 09:00-17:00. In line with the seniority of this role, reasonable overtime and out of hours flexibility may from time to time be required, in accordance with the needs of the charity.

Salary: Competitive for a COO role, and dependant on experience.

Responsibilities:

Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives of the charity.

Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.

Enforce adherence to legal and religious guidelines and in-house policies to maintain the charity's legal and religious standing.

Develop a close rapport with all Heads/Coordinators of departments, and with the leadership of all the Regional Federations. Build trust with regional membership, key partners and stakeholders, and act as a point of contact for important donors.

Report at every Executive Council meeting on progress with current activities.

Analyse problematic situations and occurrences and provide solutions to ensure the charity's survival and growth.

Streamline the processes within the organisation, develop & monitor performance metrics

Formulate policies and planning recommendations to the OBs through the SG/ASG.

We exist to serve

www.world-federation.org

The World Federation is an NGO in Special Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations

Oversee all activities that the WF and Regional Federations are partnering to deliver within the regions, to ensure they are delivered on a consistent basis to the worldwide community. This includes the Madrasah Centre of Excellence (MCE), global marketing initiatives such as Khoja News, and so on.

Collaborate with Regional Federations to develop strategies in the field of education, health, training and development and other socio-economic needs of the community

Work with Regional Federations to ensure robust compliance to a single standard on all shared charitable objectives.

Ensure the organization and its mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders.

Represent The World Federation as required, including attendance of important functions, industry events and public meetings.

Requirements

Proven experience as COO or in other senior managerial position.

Experience in developing strategies and implementing a vision.

Strong understanding of performance management principles.

Familiarity with diverse business functions such as marketing, PR, finance etc.

In-depth knowledge of corporate governance and general management best practices.

An entrepreneurial mind-set with outstanding organizational and leadership skills.

Analytical abilities and problem-solving skills.

Excellent communication and public speaking skills.

MSc/MA in business administration or relevant field.

Fluency in Gujarati, Kiswahili or other cultural language would be advantageous.

These represent a definition of the main function and requirements for this position but are not an exhaustive list of duties. The post holder will be required, in addition, to perform any other duties that might reasonably be considered a responsibility of the post.

How to apply

Email your CV with a covering letter highlighting how you meet the requirements of this role to Shan E Abbas Hassam (Secretary General) at

secretariat@world-federation.org

Applications for this post will close on 7 May 2019