



The World Federation of KSIMC

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secretariat@world-federation.org

ISLAMIC EDUCATION MANAGER - JOB Vacancy

Vision Statement

The World Federation exists to achieve the pleasure of Allah SWT by developing spiritual and vibrant communities serving humanity. Vacancy

Mission Statement

The World Federation enables its member institutions to promote the values and practices of the Islamic Shia Ithna Asheri faith for the spiritual and material well-being of humanity at large.

Core values of The World Federation

- Serve with simplicity, sincerity, tenacity and patience
- Strive for excellence in all fields especially in education
- Enable and facilitate all community endeavours
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

Introduction & Job Purpose

The person we are looking for has three key characteristics: *Islamic credentials, Leadership and Innovation*

1. Islamic Credentials

We are looking for an individual that has working religious Islamic knowledge. He/she does not need to be a scholar, however the values and practices that are demonstrated must be unscrupulous and a true representative of Shia Ithna Asheri values and principles

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2. Leadership:

We are looking for a Manager for the Islamic Education Department (IED) that excels in planning, strategizing, managing staff and reporting on the Islamic Education projects and initiatives. The role involves ensuring the leadership's vision and action plan for IED is realised effectively and executed in a timely manner.

This is a leadership position within The WF family, and you will be required to build strong working relationships with internal staff and volunteers as well as be an effective stakeholder manager – where excellent rapport with offices of Maraje', Ulama, Zakireen, Tableegh Organisations, Hawza and Islamic Seminaries, Madaris, MCE team, donors, supporters, departments within regional federations and agencies across the world are established.

3. Innovation:

Islamic Education and propagation activities have entered in the digital era. As such, the candidate we are looking for is passionate about digital solutions and implementing these. Although you are not expected to be a digital expert, your passion for collaborating with and harnessing new techniques and working with subject matter experts, will be a key success factor for this role.

Key Accountabilities

General

1. Execute and implement the IED objectives that the Office Bearers have set out.
2. Provide leadership and direction to all Islamic Education projects.
3. Be the go to person for both of the Head of Islamic Education and The WF Office Bearers.
4. Manage the day-to-day running of the department and its staff (London, India, Pakistan and at time co-opted in other locations globally).
5. Proactively grow the donor and volunteer base of Islamic Education.
6. Develop robust processes and procedures for an effective running of IED.
7. Champion the digital agenda for tableegh activity services.

Building Networks

1. Develop networks across the world and regions to ultimately deliver ambitious Tableegh objectives.
2. Together with the Head of IEB, build strong relationships with scholars (Ulama) and offices of Maraje to produce unified and cohesive approaches to Tableegh projects.
3. Represent The World Federation at relevant meetings and events.

Strategy and Innovation

1. Identify opportunities where plans and strategic papers are presented to The Secretary General and the rest of The WF Leadership.
2. Continuously seek opportunities, with digital initiatives at its core, to influence the general upliftment of the community's religiosity.

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3. Support the research, translation and publications of electronic and paperback Islamic literature (books and articles).
4. Be an ambassador of pushing the videography agenda to reach and increase the love for the Ahlulbayt (A)

Marketing

1. Be at the forefront to work together with The WF's Marketing & Communications department to report on the flurry of IED activities (e.g. frequent newswires, social media and periodical reports).
2. Promote the sales and exposure of The WF's publications.

Lead the content of the Islamic Education section of The World Federation website, ensuring it is relevant, accurate and current.

Financial

1. Prepare and manage appropriate budgets and reports.
2. Oversee the Department's budgets and expenditure, ensuring all compliance measures are met.

Person Specification

Essential	Good to have (but not musts)
University-level education	Formal Hawza studies in Islamic subjects
Very proficient in presentations (written and oral) – including using Microsoft Office Tools (Word, Excel, Powerpoint) or similar	Experience of project management
Excellent time management skills (email efficiency and etiquette included)	Proficient in English, Gujarati, Kutchi, Urdu, Arabic, Farsi
An effective manager with at least 2 years of experience of managing teams	Involved deeply in digital projects (video, graphics, e-learning platform etc, and e publications)
Track record of using digital means	Experience in a comparable organisation and /or role
Knowledge of the community and a proven track record in working with Shia Ithna-asheri institutions (e.g. mosques, Islamic schools, tableegh initiatives etc.)	Track record of system implementation and delivery of projects
Good and demonstrable networking skills	Experience of writing and producing proposals and marketing material
Interpersonal skills that can effectively deal with conflicts as well as inspire team members	Ability to manage multiple tasks and prioritise a complicated workload

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How to apply:

Please apply in the first instance by emailing your CV with a covering letter highlighting how you meet the requirements of this role to: **secretariat@world-federation.org** by **15th Dec 2020**

Location: Primary location will with The World Federation, Islamic Centre, Wood Lane, Stanmore, HA7 4LQ. Distance working will be allowed at the discretion of your direct line manager.

Reporting to: Head of Islamic Education, and Secretary General of The World Federation.

Liaises with: Islamic Education secretary, Head of Operations, and head of various offices globally

Hours: Office hours are 9AM to 5PM Monday to Friday, with flexibility on some evenings and weekends on a need to need basis.

Salary: Negotiable, as per experience.

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