

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

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

Job Details

Position: Head of the Madrasah Centre of Excellence (MCE)

Accountable to: WF President and Secretary General

Liases with: WF Office Bearers, Head of Islamic Education, Director – Islamic Education, Work-stream heads – especially Head of Marketing & Communications

Job Purpose: To head the Madrasah Centre of Excellence

Hours: 9am – 5pm, Monday to Friday with some out of hours and weekend working where required

Salary: TBC

Training: Whilst some basic training will be provided, this position is suited to a self-starter that can begin work promptly with minimal training and supervision.

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Key Accountabilities

PLANNING: Leads the strategy and operations on the organisational development of the Madrasah Centre of Excellence. Creates and embraces a digitisation roadmap that is suitable to reach out to Madaris and Schools far and wide.

MANAGEMENT: Prudently manages organisational resources according to current laws and regulations.

HUMAN RESOURCE MANAGEMENT: Effectively manages volunteers and staff. Assesses, recruits and has personal development plans in place to fill knowledge gaps in a fast moving world

MARKETING AND PUBLIC RELATIONS: Manages marketing internally and externally including networking with Madaris and other Shia organisations. Works closely with the WF Marketing & Communications Team to portray and market the activities.

GENERAL ADMINISTRATIVE: Undertakes the effective administration of the Madrasah Centre of Excellence projects and tasks.

FUNDRAISING: Develops fund raising strategies with the board and supports the board in fund raising activities.

COMMUNITY RELATIONSHIPS: Serves as the primary spokesperson and representative for the Madrasah Centre of Excellence.

PROGRAMMATIC EFFECTIVENESS: Oversees design, delivery, and quality of programmes and services.

Person Specifications

QUALIFICATIONS

- University graduate or equivalent level of education.

ESSENTIAL EXPERIENCE

- A minimum of five years of experience in a managerial role.
- A minimum of five years' experience in working with Madaris in the Shia community or similar (e.g. working in an Islamic School).
- A sound basis of Islamic knowledge.

A strong communicator: Oral and written English and comfortable using digital means. And can communicate effectively within our organisation and across the global Madrasah Network

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BENEFICIAL EXPERIENCE

- Experience working with quality management procedures in an educational environment.
- Experience in implementing a programme of works internationally.
- Experience in implementing best practices, governance, and policies in a large organisation.
- An ability to challenge status quo.
- Experience with digital assets (e.g. websites, apps and social media).

ESSENTIAL SPECIALIST SKILLS / KNOWLEDGE

- Information technology proficiency (can demonstrate this). Can use Microsoft Office (Word, Excel and Powerpoint) or similar software packages to prepare impactful presentations, briefs and budgets.
- Ability to produce clear and concise reports and presentations, and to present these to WF Office Bearers, Executive Council, Conferences and other forums for key Stakeholders.

BENEFICIAL SPECIALIST SKILLS / KNOWLEDGE

- Teaching or curriculum development skills.
- Experience in building processes and project plans.
- Multilingual is a plus.

GENERAL SKILLS AND ABILITIES

- Excellent, proven interpersonal, verbal and written communications skills.
- Ability to multi – task and work in a fast – paced office setting.
- Ability to cope with conflict, stress and crisis situations.
- Effective problem – solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Good time management skills and the ability to meet deadlines.
- Resourceful individual, able to handle complex and diverse situations.
- Ability to plan, organise and execute new projects over remote locations.

Annexure of Job Description

PLANNING

- Collaborates with the Office Bearers to define and articulate the Centre’s vision and to develop strategies to achieve that vision.
- Creates operating plans that support strategic direction set by the Executive Council and correlates this with budgets; submits plans to the Office Bearers for approval.
- Develops and monitors strategies to ensure the action plan of the Madrasah Centre of Excellence are sustained & fully met.

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- Identifies best practices from the Madrasah network and other educational institutions and establishes a programme to integrate these into Madaris.
- Oversees the design and development of a programme of support for teachers and an effective teacher training and continual improvement programme.
- Researches best options and potential partners for delivery of the support, learning resources and teacher training and communicates these clearly and coherently to the Madrasah Centre of Excellence Team, whilst providing recommendations.
- Pro-actively seeks information and needs from Madaris with regards to training and learning resources required for their effective operation.

MANAGEMENT

- Closely monitors the operations (both digital and non-digital) of the Madrasah Centre of Excellence and manages its compliance with legal and regulatory requirements.
- Creates and maintains procedures for implementing plans approved by the Madrasah Centre of Excellence Team.
- Manages the implementation and ongoing evaluation and improvement of Madrasah Centre of Excellence products and services to Madaris.
- Develops and implements a framework for quality assurance against agreed standards and principles of continual improvement within the Madaris.
- Ensures there is adequate access to support, training, and learning resources, and that programme delivery is ongoing, efficient and effective.
- Ensures quality assurance of all new support and learning resources.
- Ensures that any resources or material used from an external source carries the appropriate and necessary permissions and consent.
- Identifies best practices from Madrasah network and other educational institutions and establishes a programme to integrate these into Madaris.
- Keeps abreast of and incorporates new media opportunities for innovative ways of delivering training and learning resources to Madaris.
- Provides prompt, thorough, and accurate financial information to the Madrasah Centre of Excellence Team, and keeps the Team appropriately informed of the Madrasah Centre of Excellence performance and delivery of the action plan.

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HUMAN RESOURCE MANAGEMENT

- Effectively manages volunteer relations.
- Facilitates relevant committees including planning and liaising with the Madrasah network.

MARKETING AND PUBLIC RELATIONS

- Markets the work of the Madrasah Centre of Excellence in the community world wide and with other organisations.
- Oversees content, production and distribution of all marketing and publicity materials (posters, programme, flyers, mail outs, brochures etc).
- Seeks out opportunities to promote the best practices adopted by the Madaris and the Madrasah Centre of Excellence with external stakeholders.
- Ensures the work-streams of the Madrasah Centre of Excellence, in particular the teacher training, continual improvement strategy, implementing best practices, and learning resources, are actively communicated and marketed to all Madaris.

GENERAL ADMINISTRATIVE

- Interacts with all Madaris worldwide to evaluate their needs and to implement the Madrasah Centre of Excellence services in the most effective manner.
- Maintains highly effective networks to gain insights into attitudes and problem areas from within all levels of the community.

FUNDRAISING

- Serves as a primary person in donor relationships.

COMMUNITY RELATIONSHIPS

- Assures that the organisation and its mission, programmes, and services are consistently presented in a strong and positive image to relevant stakeholders.
- Actively advocates for the organisation, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organisation and the community, building relationships with peer organisations when appropriate.
- Confidently manages the communication, change and process innovations being sought at Madrasah level, and presents these when required, for example at Executive Council.

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- Ensures quality standards are adopted by Madaris through effective communication and relationship management.
- Ensures an ongoing two-way communication between Madrasah Centre of Excellence and members, Madaris and grass-roots.

Ensures that newswires, periodical reports and social media content is up to date

PROGRAMMATIC EFFECTIVENESS

- Stays abreast of current trends related to the Madrasah Centre of Excellence services (e.g. digital tableegh) and anticipates future trends likely to have an impact on its work.
- Actively seeks feedback and evaluation of Madrasah Centre of Excellence performance against work stream delivery and uses the information as the basis of continual improvements and reporting to the Madrasah Centre of Excellence Team.

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