

The World Federation

Vision Statement: To be a spiritually vibrant progressive and unified global community for the pleasure of Allah.

Mission Statement: To connect and lead the global membership into a unified community to represent its voice and enable them to achieve a shared vision.

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

Position: WF-AID Manager

Location: Stanmore, Middlesex, UK preferred. Other home location can be looked at if exceptional candidate with a holistic solution

Salary: Competitive, dependent upon experience

Accountable to: Operations Manager

Hours: 9am – 5pm weekdays. In addition, given the global nature of this job, the successful candidate will be expected to adopt a very flexible working policy to work alongside Office Bearers and Heads of Departments if need be.

Purpose of the role:

WF-AID is highly dynamic department with a global footprint. It serves as the Aid & Charity vehicle for The World Federation. The WF-AID Manager has responsibility for managing the department and its staff as well as assisting the Office Bearers in formulating the strategic direction and meeting challenging Key Performance Indicators.

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

As a leader within the WF Family, the WF-AID Manager has significant stakeholder management responsibility with Regional members, Jamaat leaders, volunteers and charities. The role also has ultimate responsibility for the delivery and reporting of the projects implemented and managed by WF-AID. This is an incredibly fulfilling role which involves coordination of projects in humanitarian aid, disaster relief, and economic development needs of under privileged people. As such, excellent communication with donors, beneficiaries and staff/volunteers is crucial.

Position Requirements:

Bachelor's degree.

Minimum of 3 years of experience in a role that involved project management/coordination.

Strong interpersonal, verbal and written communication skills.

Excellent organizational skills with an ability to think proactively and prioritize work.

Excellent presentation skills

Solid multitasking skills with emphasis on attention to detail.

Team player, able to develop realistic action plans and works well under tight deadlines with minimal supervision.

Able to work effectively with others throughout organization and with external parties.

Experience exercising discretion and confidentiality with sensitive company information.

Strong working knowledge of Microsoft Office software (Excel, PPT & Word are a must).

An appreciation of (Khoja) community organisations would be highly valuable but not essential.

Fluency in Gujarati, Kutchi, Urdu, or other cultural language would be advantageous

Experience in smaller company environments with ability to function and grow within that environment.

Collaborate, network, raise awareness and "promote the work" of WF-AID together with the Marketing & Communications department. This includes being part of creating compelling stories, social media presence and engaging the donor community – all taking into account the World Federation policies (including religious values and ethos)

During non-pandemic times, willing to travel with great flexibility and visit places of WF-AID interest, partners on the ground, Executive Council meetings when required.

Responsibilities:

Manage the development, progress and evaluation of WF-AID initiatives.

Coordinate project management activities, resources, equipment and information.

Establish and maintain effective working relationships with regional federations and partners to identify and define project requirements, scope and objectives. Obtain reports from partners on projects funded by the organisation.

Support the department staff in preparing project proposals, timeframes, schedules and budgets.

Monitor and track project progress and handle any issues that arise.

Draft funding proposals.

Attend external events as required to liaise with external partners/charities.

Contribute to the processing of donations, updating donor details and maintaining donor records, and ensuring that information held is accurate, appropriate, safely and up to date.

Supervise, coordinate (and be hands on when required) the work of department staff and volunteers as appropriate.

Report and escalate to management as needed.

Respond promptly to all queries.

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 and, on a temporary or emergency basis, and assist with duties which are normally the responsibility of others when required.

How to apply:

Email your CV with a covering letter highlighting how you meet the requirements of this role to secretariat@world-federation.org

Applications for this post will close on **28 February 2021**