

### 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

**Salary:** Competitive, dependent upon experience

**Accountable to:** Operations Manager

**Hours:** 9am – 5pm weekdays. In addition, the post holder will be expected to adopt a flexible working policy to work alongside Office Bearers and Heads of Departments if need be.

### Purpose of the role:

The WF Aid Manager takes ownership of 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 who lack basic provisions in regions of deprivation, war and natural disasters. As such, excellent communication with donors, beneficiaries and staff/volunteers is crucial.

*We exist to serve*

**[www.world-federation.org](http://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

## 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.

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

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

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

## Responsibilities:

Create and maintain comprehensive project documentation, plans and reports

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 partners to identify and define project requirements, scope and objectives. Obtain reports from partners on projects funded by the organisation.

Prepare project proposals, timeframes, schedules and budgets.

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

Act as the point of contact and communicate project status adequately to all participants.

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 and up to date.

Supervise and coordinate the work of volunteers as appropriate.

Report and escalate to management as needed.

Respond promptly to all queries.

Prepare Requisition Vouchers for payment of funds to partnering agencies for projects and communicate transfer of funds to the receiving agency.

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 Shan E Abbas Hassam (Secretary General) at

[secretariat@world-federation.org](mailto:secretariat@world-federation.org)

### **Applications for this post will close on 31 May 2017**

Candidates will be informed whether they have been shortlisted during the first week of June. Interviews will take place at The World Federation's offices in Stanmore.