



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.

#### **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

## **Chief Executive Officer**

### **Job Specification**

We are searching for a dynamic and experienced leader to join The World Federation in the role of CEO (Chief Executive Officer) to control, manage and implement the strategic and business direction of the Office Bearers (OBs) / Trustees of the institution. You will be responsible for the implementation of strategic plans, the manifesto and objectives to drive the development of the charity, as well as implement a vision for long-term success. The various departments of the charity will report to you, and you will report to the Secretary General and ultimately the OBs of the institution.

You must hold the highest moral and adhere to the ethos of the organisation, be a prudent manager and an inspiring leader, with a commercial mind-set and able to see the “big picture” in a variety of settings. You will take actions to enhance the charity’s income while keeping the religious and human factors in perspective. You should have a proven track record for effective team management and results-driven leadership including the ability to manage time effectively and handle both internal and external conflicts.

The role will be based in our Head Office in Stanmore, London, UK. This is a leadership position within a global organisation with a wide geographical footprint and presence, and as such, besides normal office hours, the person will need to be available out of hours, both evenings and weekend (7 days a week). It also means that the person needs to travel for conferences and executive meetings when and where required by the Secretary General and Office Bearers.

Salary: Competitive for a CEO role, and dependent on experience.

## Responsibilities:

Be responsible to deliver high quality packs, papers and plans that articulates the strategies, vision and objectives outlined by the Office Bearers. Report and update these to the Office Bearers (OBs) through the Secretary General (SG) and Assistant Secretary General (ASG)

Lead and motivate subordinates to advance employee engagement and develop a high performing team.

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

Advance the charity’s income through increased donations and suggesting investment opportunities.

Enforce, and not compromise on adherence to legal and religious guidelines and in-house policies to maintain the charity’s legal and religious standing.

Review financial and non-financial reports to devise solutions or improvements.

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

Maintain a deep knowledge of the charitable sector.

Develop a close rapport with all Heads/Coordinators of departments and ensure regular catch up/meetings are in place with Staff to understand activities and targets that need to be achieved.

Regularly report, at least weekly, to the OBs through the SG / ASG on activities taking place at the Secretariat via written reports, conference calls and face-to-face meetings as appropriate.

Be responsible for creating best in class narratives and reports for the SG and OBs to present at Conferences and Executive Meeting. Formulate policies and planning recommendations to the OBs through the SG/ASG.

Make recommendations, and support OBs during orientation and self-evaluation.

Support operations and administration of Secretariat by advising and mentoring staff members, as well as interfacing between OBs and staff.

Recommend yearly budget, department-by-department, to the SG and Treasurer for OB approval and prudently manage the organization's resources within those budget guidelines according to current laws and regulations.

Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

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

Ensure objectives and KPIs given to the Heads of Departments are delivered, for example, fundraising objectives, resource requirements, robustness in operations, etc (this is not an exhaustive list).

Work closely with Operations Manager on hiring practices, payroll and benefit.

Oversee quality control throughout the organisation, establishing goals for each department in partnership with heads and managers.

Reporting line: The WF Secretary General.

Senior Stakeholders: Office Bearers and Trustees of the Organisation

## Requirements

Proven experience as CEO or in other senior managerial position.

Experience in execution and implementing a vision and strategy.

Strong understanding of corporate finance and 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.

Strong academic track record with relevant university degree, e.g. MSc / MA 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

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

**Applications for this post will close on 5th September 2021.**