

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 Project Coordinator

Location: Stanmore, Middlesex

Salary: Competitive, dependent upon experience

Accountable to: Head of WF-AID

Employment Type: Permanent

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.

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

Purpose of the role:

The Project Coordinator takes ownership of the delivery and reporting of projects under the guidance of team leads. Excellent oral and written communication with donors, beneficiaries and staff/volunteers is therefore key.

Position Requirements:

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.

Solid multitasking skills with emphasis on attention to detail.

Team player, able to develop realistic action plans and work 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.

Responsibilities:

Create and maintain comprehensive project documentation, plans and reports

Coordinate project management activities, resources, equipment and information.

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.

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 secretariat@world-federation.org

Applications for this post will close on 28 February 2022

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