



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

Head of Education

Job Specification

We are looking for a leader to join The World Federation to take the reins of the Education Department. The Head of Education will be in charge of setting the agenda, managing the affairs and refine and implement the strategic direction of the Office Bearers (OBs) for The

WF's expansive and ambitious Education's agenda that covers: Primary, secondary, tertiary and holistic Education Strategic targets.

The Person:

You must hold the highest moral and adhere to the ethos of the organisation, be a prudent manager and an inspiring leader, with a strategic mind set and have the passion and drive projects from inception to completion. You will have a proven track record for effective project, team and stakeholder management. To have had tangible exposure and experience within the education space

The role can be based anywhere in the world, however there is a significant advantage if the time zone is compatible to our areas of presence – specifically where the Education Strategy is primarily focused, namely East Africa, India and Pakistan. Besides normal office hours, the person will need to be available from time to time out of hours, (evenings and weekends). You will need to be willing to travel at least a couple times a year, as well as when the Secretary General and / or Office Bearers would request your presence at conferences and executive meetings, presenting as the Head of Department.

Salary: Competitive for a Head of Department within a Global Charity, and dependent on location and experience.

Responsibilities

Be responsible to plan and implement the Education Strategy set out in The WF's Conference, Executive Council as well as formalising further expansions and modifications the strategic objectives. A focus on delivering of targets and KPIs is very important in this role. To report and give continuous updates to the Office Bearers (OBs) through the Secretary General (SG) and Assistant Secretary General (ASG).

Lead and motivate direct reports, and the members of the department, and drive strong employee engagement as well as develop a high performing team. Oversee all operations and activities of the primary / secondary education wing 'ZCSS', the Higher Education Loan / grant as well as holistic educational support (vocational training, career advice and guidance) and to ensure each work stream, and sub departments produce the desired results and are consistent with the overall strategy and mission.

Advance a narrative that keeps donors and supporters engaged – and helps office bearers in 'selling' a vision that is underpinned by Education as a sustainable investment in the community.

Maintain a deep knowledge of the charitable sector, especially on education and aid (and its commonalities).

Develop a close rapport with other heads of departments in The WF, especially with WF Aid, and Communications – where shared KPIs will be a winning ingredient.

Regularly report, at least weekly, to the designated link(s) amongst Office Bearers' and Executive Councillors via written reports, conference calls and face-to-face meetings as appropriate.

Be responsible for creating best in class narratives and reports for and with the Secretary General and other Office Bearers, formulate policies and planning recommendations.

Formal reporting line: The WF Secretary General. Daily / frequent reporting to designated Office Bearers and Executive Councillor in charge of the Education Portfolio.

Requirements

- Proven experience and exposure for Education programmes and projects.
- Work experience in execution and implementing, vision and strategy in a similar role – especially project management.
- Strong communication and public speaking skills.
- A good academic track record with relevant university degree
- Fluency in Gujarati, Kiswahili, Urdu 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

Applications for this post will close on 12 April 2022.