

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 endeavors
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

Position: Intern

Location: Stanmore, Middlesex

Salary: Competitive

Accountable to: Head of WF-AID

Employment Type: Temporary

Hours: 9am – 5pm weekdays. (Flexibility provided for Part-time applicants).

Purpose of the role:

As an intern at WFAID, you would work with project coordinators to ensure smooth running of day - to - day operations at the WF-AID office in Stanmore. Excellent oral and written communication with donors, beneficiaries and staff/volunteers is therefore key.

You will gain beneficial skills such as collaboration and team work, creativity, project management, organisation and research just to name a few.

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

Position Responsibilities:

Communicating with ground partners.

Shadowing Team meetings.

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

Solid multitasking skills with emphasis on attention to detail.

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

Strong working knowledge of Microsoft Office.

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.

Experience exercising discretion and confidentiality with sensitive company information.

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 30 June 2022

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