

### **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

### **MCE Vision:** Nurturing Piety

**Mission Statement:** Enabling a learning environment that instils the values of Qur'an and the Ahl al- Bayt (a)

The Madrasah Centre of Excellence (MCE) is the vehicle that delivers the madrasah agenda and maintains the strategies for the community's madrasah program. Its primary focus is to realise the vision by coordinating the work of the four work streams – Curriculum Development, Teacher Development, Learning Resources and Assessment & Evaluation

**Position:** MCE Project Manager

**Location:** Stanmore, Middlesex, UK preferred.

**Salary:** Competitive

*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

**Hours:** 9am – 5pm weekdays. In addition, given the global nature of this job, the successful candidate will be expected to adopt a very flexible working policy to work alongside Office Bearers and Heads of Departments if need be.

## Purpose of the role:

We are searching for a dynamic and experienced project manager to join The World Federation in the role of MCE Project Manager.

Overarching Role: The management of projects to deliver and drive the MCE agenda

- Planning: Leads the strategy on implementation of the Tarbiyah curriculum in madaris worldwide in conjunction with the regional organisations
- Management: Prudently manages organisational resources and effectively coordinates curriculum work with the other work-streams under the MCE
- General Administrative: Undertakes the effective administration of the Tarbiyah curriculum project, and its training and implementation strategy and related tasks
- Programmatic Effectiveness: Administer the design and delivery of high-quality systems for monitoring the creation of and implementation of the Tarbiyah curriculum in madaris throughout the world

## Areas of responsibility include:

- Event coordination for our conferences and training courses
- Marketing events and products and book launches
- Managing and processing invoices
- Coordinating travel and logistics
- Customer/Madrasah service and support including emails/calls/follow ups
- Preparing and distributing regular reports for communicating with donors, teachers and WF community at large
- Coordinating the printing and delivery of Tarbiyah curriculum materials with madaris worldwide
- Coordinating the delivery of teacher training programmes from MCE to madaris worldwide
- Coordinating the delivery of madrasah programmes from MCE to madaris worldwide
- Administration of the Tarbiyah digitisation project
- Cross departmental initiatives

## Job Requirements:

- The ability to work methodically and manage multiple tasks.
- Project Management/Planning experience involving the full project life cycle from conception to launch, and beyond.
- Organised and able to prioritise workloads
- Good telephone manner and communication skills - you will be the first port of call for many madaris
- You will also need to have good spoken and written English, have a pleasant telephone manner and be computer literate.
- Proficient in using the full Microsoft Suite (Microsoft Word, Outlook, Excel and PowerPoint)
- Proactive and collaborative
- Enjoys working as part of a team

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