

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: Project Coordinator

Location: WF House, Harefield, London, UK

Salary: Competitive, dependent upon experience

Reporting line: WF-AID Operations Manager.

Hours: 9am – 5pm weekdays. In addition, given the global nature of this job, the successful candidate will be expected to adopt a flexible working policy.

Purpose of the role:

WF-AID is highly dynamic department with a global footprint. It serves as the Aid & Charity vehicle for The World Federation.

The role entails assisting in the delivery and reporting of the projects implemented and managed by WF AID. This is an incredibly fulfilling role which involves coordination of projects in

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

humanitarian aid, disaster relief, and economic development needs of under privileged people. As such, excellent communication with donors, beneficiaries and staff/volunteers is crucial.

Position Requirements:

Work experience in a role that involved admin, IT, and/or project coordination.

Strong interpersonal, verbal and written communication skills.

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

Excellent presentation skills.

Solid multitasking skills with emphasis on attention to detail.

Team player, able to develop realistic action plans and works well 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 software (Excel, PPT & Word are a must).

Attention to detail, analysing numbers and extracting conclusions would be an advantageous skillset

An appreciation of (Khoja) community organisations would be highly valuable but not essential.

Fluency in Gujarati, Kutchi, Urdu, or other cultural language would be advantageous.

Experience in smaller company environments with ability to function and grow within that environment.

Responsibilities:

The Project Coordinator will deliver the following:

- Coordinate project management activities, resources, equipment and information.
- Create and maintain comprehensive project documentation, plans, donor proposals and donor reports.
- Monitor, track project progress, apply analysis (including statistics), draw conclusions and handle any issues that arise.
- Act as the point of contact and communicate project status adequately to all participants.
- Attend external events as required.
- 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.
- Communicate the transfer of fund raised by Operations Manager or team members to the receiving agency.
- Collaborate with the Project Coordinators, and assist the Operations Manager with administrative tasks, project tracking and coordinating.

As this list is not exhaustive, the Project Assistant will be expected to undertake work of similar nature to the above as and when required.