

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

About ICAIR

The International Centre for Advanced Islamic Research (ICAIR) was established by the World Federation of the KSIMC in 2021 with a mission to address the ethical and intellectual challenges confronting the global Shi'a community. Combining the depth of traditional seminary studies with the innovative approaches of contemporary academic research, ICAIR works with a range of partners in pursuit of this mission. At its core, the centre is committed to pioneering research in the realm of Islamic studies, making its findings accessible through various avenues, including publications, lectures, courses, and notably, its bi-annual journal, al-Qalam ('the Pen'). Located in the heart of London, ICAIR's primary facilities house an auditorium, dedicated workspaces, classrooms, and a curated library. Beyond its physical presence, the ICAIR digital platform serves as an expansive gateway, detailing its multifaceted programs, events, and academic endeavours. With a deep-rooted commitment to fostering community growth and promoting vibrant discourses, ICAIR embodies a profound dedication to advancing the study of Shi'i Islam.

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

Job Title: Coordinator

Department: International Centre for Advanced Islamic Research (ICAIR)

Hours per week: 40

Length of contract: Permanent

Salary: c. £26,000–£32,000 pa (according to experience)

Location: The WF House, Harefield, London, UK (in-person)

Responsible to: Head of ICAIR.

Additional reporting lines: Head of Marcomms [for Social Media content management]

Job Purpose Statement:

The Administrative Assistant at the International Centre for Advanced Islamic Research (ICAIR) plays a pivotal role in ensuring the efficient coordination and administration of the centre's activities while also spearheading its digital outreach. This role demands a unique blend of organizational acumen and digital communication proficiency to ensure ICAIR's activities are well-coordinated and its achievements effectively communicated to a broader audience.

Role Responsibilities:

Job Purpose:

- Support the core functions of ICAIR through effective coordination and administrative practices.
- Enhance ICAIR's digital footprint through active management of its social media accounts and digital communications.

Main Duties and Responsibilities:

- Manage day-to-day administrative tasks, including handling correspondence, documentation, and record-keeping.
- Organize and schedule meetings, manage calendars, and assist with event planning and execution.
- Oversee and manage ICAIR's social media platforms in consultation with the Marcomms team at the WF. This includes but is not limited to: curating content, scheduling posts, and engaging with the online audience
- Monitor digital engagement metrics and provide feedback for refining online strategies.
- Facilitate smooth inter-departmental communication and operations.
- Assist the Head of ICAIR, researchers, leads and Office Bearers in various projects and initiatives as required.

Knowledge, Experience, Skills:

Knowledge:

- Comprehensive understanding of major social media platforms and digital engagement strategies.
- Understanding of Islamic Research or an interest in the area will be an advantage.

Qualifications:

- An excellent level of education, preferably to degree level, or comparable work experience

Experience:

- Prior experience in an operational or administrative role, preferably in an academic or research setting.
- Experience with handling social media accounts for an organization or notable project.

Skills:

- Strong organisational skills, with proven knowledge of Microsoft Office Suite (Word, Excel and Powerpoint)
- Strong written communication skills for both internal correspondence and digital content creation.
- Ability to multitask, manage time effectively, and work in a fast-paced environment.
- Proficiency in using social media management tools. Simple editing of graphics and digital editing tools.

How to apply

Email your CV with a covering letter highlighting how you meet the requirements of this role to secretariat@world-federation.org