



The World Federation of KSIMC is a Muslim Charity with an over 45-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

Chief Operating Officer

We are searching for a dynamic and experienced senior manager to join The World Federation in the role of COO (Chief Operating Officer). The role will have the authority to oversee all departments, be responsible for their respective operations and be accountable for ensuring that the Charity operates effectively and in-line with our ethos, growth pipeline and the implementation of strategic plans, the manifesto and objectives. Furthermore, to drive the long-lasting development and sustainability of the charity and primarily to control operationally, manage and implement the strategic direction given by the Office Bearers (OBs) / Trustees of the institution.

You must hold the highest moral and adhere to the ethos of the organisation and will need to have the ability and confidence to put your judgement and leadership skills to make sure

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www.world-federation.org

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that the organisation executes strategies and plans in a timely and thorough manner whilst keeping the religious and human factors in perspective. You should have a proven track record for effective team management.

This role is very varied with no two days being the same and you should be able to embrace change and be a natural problem solver.

The role will be based in our Office in London, UK. This is a very senior managerial position within a global organisation that has a wide geographical footprint and presence, and as such, besides normal office hours, the person will need to be available out of hours, both evenings and weekend (7 days a week) when required. It also means that the person needs to travel for conferences and executive meetings when and where required – as per the steer of the Secretary General (SG)

Salary: Competitive for a COO role within the Charity sector, and dependent on experience.

Responsibilities:

Be responsible to deliver high quality packs, papers and plans that articulates the strategies, vision and objectives outlined by the Office Bearers. Report and update these to the Office Bearers (OBs) through the SG and Assistant SG.

Lead and motivate subordinates to advance employee engagement and develop a high performing team.

Oversee all operations and activities to ensure they produce the desired results and are consistent with the overall strategy and mission.

Advance the charity's income through increased donations and suggesting investment opportunities.

Enforce, and not compromise on adherence to legal and religious guidelines and in-house policies to maintain the charity's legal and religious standing.

Review financial and non-financial reports to devise solutions or improvements.

Analyse problematic situations and occurrences and provide solutions to ensure the charity's survival and growth.

Maintain a deep knowledge of the charitable sector.

Develop a close rapport with all Heads/Coordinators of departments and ensure regular catch up/meetings are in place with staff to understand activities and targets that need to be achieved.

Regularly report, at least weekly, to the OBs through the SG on activities taking place at the Secretariat via written reports, conference calls and face-to-face meetings as appropriate.

Be responsible for creating best in class narratives and reports for the SG and OBs to present at Conferences and Executive Meeting. Formulate policies and planning recommendations to the OBs through the Secretary General.

Measuring the efficiency of the organisation's operational processes and taking steps to improve them

Make recommendations, and support OBs during orientation and self-evaluation.

Support operations and administration of the Secretariat by advising and mentoring staff members.

Regularly reviewing operations to ensure that these meet required standards and recommend changes where necessary

Recommend yearly budget, department-by-department, to the SG and Treasurer for OB approval and prudently manage the organization's resources within those budget guidelines according to current laws and regulations.

Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

Ensure the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

Ensure objectives and KPIs given to the Heads of Departments are delivered, for example, fundraising objectives, resource requirements, robustness in operations, etc (this is not an exhaustive list).

Coordinating with human resources (HR) to ensure the success of recruitment and retention policies and processes.

Oversee quality control throughout the organisation, establishing goals for each department in partnership with heads and managers.

Direct Reporting line: The WF Secretary General.

Accountability to Senior Stakeholders: Office Bearers and Trustees of the Organisation

Requirements

Proven experience as COO or in other senior managerial positions.

Experience in execution and implementing a vision and strategy.

Good understanding of UK charity laws, corporate finance and performance management principles.

Familiarity with diverse business functions such as marketing, PR, finance etc.

In-depth knowledge of corporate governance and general management best practices.

An entrepreneurial mind-set with outstanding organizational and leadership skills.

Analytical abilities and problem-solving skills.

Excellent communication and public speaking skills.

Strong academic track record with relevant university degree, e.g. MSc / MA business administration or relevant field.

Fluency in Gujarati, Urdu, Kutchi, Kiswahili 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 23rd February 2024.