

Job Description- Manager Islamic Education

Islamic Centre, Wood Lane, Stanmore, Middlesex, HA 74LQ, UK
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The World Federation

Vision Statement: The World Federation exists to achieve the pleasure of Allah SWT by developing spiritual and vibrant communities serving humanity.

Mission Statement: The World Federation enables its member institutions to promote the values and practices of the Islamic Shia Ithna Asheri Faith for the spiritual and material well being of humanity at large.

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: Manager, Islamic Education

Location: Stanmore Office

Salary: Negotiable, as per experience

Accountable to: Head of Islamic Education, and SG of The World Federation

Liaises with: Islamic Education secretary, Head of Operations, India and Qum Offices

Job Purpose: To manage and deliver the Islamic Education department's goals and projects through developing effective systems and processes, and through innovative approaches to Tableegh work

Hours: Minimum 21 hours a week with flexibility on some evenings and weekends on a need to need basis.

Key Responsibilities

General

1. Provide leadership and direction to Islamic Education projects.

2. Manage the day-to-day running of the department and the department's staff.
3. Provide leadership and managerial support to the India and Qum Offices.
4. Provide administrative support to the Islamic Education Department's volunteers.
5. Proactively grow the donor and volunteer base of Islamic Education.
6. Develop systems and processes to ensure efficient administration of the Islamic Education Department.
7. Engage with the community through personal visits and meetings, and presentations.

Building Networks

1. Develop networks across the world to build support and partnerships to deliver Tableegh and IE strategy.
2. Build strong relationships with scholars (Ulama) and offices of Maraje to produce unified and cohesive approaches to Tableegh projects.
3. Represent The World Federation at relevant meetings and events.

Strategy and Innovation

1. Ensure the delivery of the 2014-2017 action plan in a sustainable manner, so as to create capacity for the delivery of subsequent action plans and targets.
2. Identify opportunities to innovate in new and existing projects with clear plans and strategic papers.
3. Continuously seek opportunities to influence the general upliftment of the community's religiosity.

Marketing

1. Devise and implement a strategy for the publicity of the Department's projects and work, including weekly reports for the Newswire.
2. Promote the sales and exposure of The World Federation's publications.
3. Lead the content of the Islamic Education section of The World Federation website, ensuring it is relevant, current, and consistent.

Monitoring, Evaluation and Reporting

1. Prepare and manage appropriate budgets and reports.

Financial

1. Oversee the Department's budgets and expenditure, ensuring all compliance measures are met.

Person Specification

Essential	Desirable
University-level education	Formal qualification / Hawza studies in Islamic subjects
Proficient with all major office software including Microsoft Office	Experience of project management
Excellent email efficiency and etiquette	Proficient in English, Gujarati, Urdu, Arabic, Farsi
Experience of conducting written and oral presentations	Experience in a comparable organisation and /or role
Experience of working and managing teams and workloads	
Good networking skills	
Track record of system implementation and delivery of projects	
Experience of writing and producing proposals and marketing material	
Ability to manage multiple tasks and prioritise a complicated workload	
Knowledge of the organisation and community, and a commitment to the organisation, community and social development values	

General Qualities

Organisation

Well organised, plans ahead and highlights problems in advance.

Never allows a deadline to be missed.

Interpersonal

Excellent interpersonal skills and ability to deal with a number of different types of people.
Able to deal with conflict.

Teamwork

Able to collaborate with others and contribute as part of a high performance team in order

to achieve a common goal.

Communication

Able to present a clear analysis of issues and provide recommendations to solve problems.

Maintainning appropriate lines of communication.

Keep the team and the hierarchy informed of all important developments.

Initiative

Able to see the 'bigger picture' and to realise the implications of one's actions.

Possessing a proactive approach and attitude to one's duties; sees tasks through to completion.

Not phased by obstacles.

Responsibility

Able to take responsibility for own actions, can demonstrate rationale behind decisions.

Leadership

Is able to successfully lead others and inspire confidence in the team.

How to apply:

Please apply in the first instance by emailing your CV with a covering letter highlighting how you meet the requirements of this role to islamiceducation@world-federation.org by 7th May 2014.

Selection process

Candidates will be informed whether they have been shortlisted by 30th May 2014. Interviews will take place mid-June at The World Federation's offices in Stanmore.

