

Job Description- Islamic Education Administration & Secretarial Support

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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: Islamic Education Administration & Secretarial Support

Location: Stanmore Office

Salary: TBD

Accountable to: Islamic Education Department Manager and Head of Operations

Job Purpose: To support and assist the World Federation's Tableegh efforts with the performance of daily secretarial functions.

Hours: Part time hours – with a minimum 21 hours per week

PERSON SPECIFICATIONS

QUALIFICATIONS:

A higher education diploma is preferable.

Essential Experience:

- 1 Working in small teams in task oriented projects.
- 2 Excellent communication skills
- 2 Experience in office management.
- 3 Ability to work effectively with minimal supervision.
- 4 Proficient in Microsoft Office suite package
- 5 Pleasant, confident telephone manner
- 6 Reliability and honesty

Desirable Experience:

- 1 Working within an office environment.
- 2 Working in public sector.
- 3 Good oral and communications skills.
- 4 Aptitude for working with computers

GENERAL SKILLS AND ABILITIES:

Organization:

Well organized, able to plan ahead and the ability to highlight problems in advance.

Interpersonal:

Good interpersonal skills.

Able to communicate effectively.

Teamwork:

Able to see a "bigger picture" and to realize the implications of ones' actions.

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

Ability to multi task and manage workload effectively.

Liaise and work with a variety of individuals.

JOB SPECIFICATION:

Roles and Responsibilities:

1. Provide secretarial support by managing incoming telephone calls, post and emails and taking appropriate actions to ensure the efficient and courteous delivery of service
2. Receive requests for Dar al Tableegh bookings in a courteous and helpful manner
3. Support India and Qum Offices as and when required

4. Assist Oversee the processing of orders and deliveries for the sale of books in a timely and cost effective manner
5. Assist Oversee the maintenance of an accurate stock level of book titles by ordering new books from suppliers when required to ensure bookstore is amply stocked and fit for purpose. - to help increase sale volumes
6. Coordinate book launches and marketing of new titles, including but not limited to networking with suppliers, providing posters and announcements, and supplying books
7. Process the system of payments relating to The Islamic Education department's activities by adhering to payment deadlines and maintaining accuracy
8. Monitor expenditure undertaken by the Islamic Education department on a monthly basis and highlight these findings to the Islamic Education Manager

These represent a definition of the main function and requirement 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 reasonable 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.

The Job Description above will be subject to periodic review and revision in consultation with post holder.

The employer reserves the right to amend the foregoing job description from time to time in accordance with needs of the Organization