



Events

OVERVIEW:

- Working in events has just gone international!
- Work alongside team members across all participating countries to devise training materials, event planning ideas and ensure all the necessary bookings are made for key events.
- Working collaboratively will help share best practices, all the while being able to work locally within your country or region to ensure key events come to fruition.
- Your work is also supported by vice-reps within regions/states.

WHAT DO I NEED FOR THIS ROLE?

- Minimum 2 years' worth of relevant Charity Week experience
- Excellent communication and interpersonal skills
- Ability to manage and work towards set events and budgets
- Understanding of the ultimate vision of Charity Week
- Sufficient time to commit to Charity Week between March - November 2021

WHAT DOES THIS ROLE ENTAIL?

- Devise event support and training resources for ambassadors to deliver to participants. Support booking and monitor event planning
- Oversee/organise the delivery of the Annual Dinners to celebrate the end of Charity Week in the country/or region within budget

WHO WILL BE MY SUPPORT?

- The international shura (Director, Vice-Director, Gen Sec & Internal Comms)
- The national shura (Director, Vice-Director & Gen Sec)
- Regional/state Vice Reps
- The Islamic Relief / EAA Charity Week coordinators

WORKING PRACTICES:

WhatsApp

- You will be expected to actively be a part of 3-4 CW team WhatsApp Groups - ensuring you keep up with messages daily

Online Meetings

- Training sessions - weekly at the start of the year
- Meetings - 1hour online meeting fortnightly - weekly



- Occasional global online meetings

TRAINING & DEVELOPMENT OPPORTUNITIES:

- Role training encompassing:
 - Event planning
 - Communicating effectively
 - Problem solving & support
- Team working opportunities - internationally & nationally & regionally
- Public Speaking opportunities
- Problem solving opportunities
- In-house Tarbiyyah Sessions

**If you have any questions about the role, do get in touch with us at
info@charityweek.com**

APPLY NOW: charityweek.com/recruitment