



General Secretary

OVERVIEW:

- Ensure the inner workings of the CW team run smoothly.
- This is your opportunity to work within a shura supporting the day to day running of the team, as well supporting the welfare of team members.
- Behind every great team, is a great general secretary.

WHAT DOES THIS ROLE ENTAIL?

- Organise and run smooth team meetings that produce clear action points
- Monitor the delivery of action points as set in meetings
- Manage resources - allocations, ordering, delivery and returns for regions/or participants
- General management of team diary and timeline for the national/or regional team
- Oversee team welfare for the national/or regional team
- Represent Charity Week regionally or nationally
- Coordinate with the Islamic Relief/EAA community fundraiser

WHAT DO I NEED FOR THIS ROLE?

- Minimum 1 [for regional gen sec] / 2 [for national gen sec] years' worth of Charity Week experience
- Experience of taking part in Charity Week
- Proficiency in admin and logistics related tasks
- Support the general well-being of the team
- Bags of Infectious Enthusiasm to motivate and inspire others around you
- Understanding of the ultimate vision of Charity Week
- Sufficient time to commit to Charity Week between March - November 2021

WHO WILL BE MY SUPPORT?

- The national shura (Director, Vice-Director, General Secretary)
- The regional shura (Rep, Vice-rep & GenSec)
- The participation support team
- Departmental (Finance, Events, Marketing) teams
- The Islamic Relief / EAA fundraisers and coordinators



WORKING PRACTICES:

WhatsApp

- You will be expected to actively be a part of 3 CW team WhatsApp groups - ensuring you keep up with messages daily
- (Regional GenSec) You may be part of WhatsApp groups with each of your nominated participants later in the year, where you will be expected to be present and respond as needed
- (National GenSec) You will be expected to be present and respond as needed in WhatsApp groups with each of your provinces / states / regions

Online Meetings

- Training sessions - weekly at the start of the year
- Team Meetings - 1hour online meeting fortnightly-weekly
- Occasional global online meetings

TRAINING & DEVELOPMENT OPPORTUNITIES:

- Role training encompassing:
 - Team management
 - Pastoral care
 - Resource management
- Team working opportunities - regionally, nationally & internationally
- 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