



Participation Support

OVERVIEW:

- Working in participation support* has just gone international!
- Work alongside team members across all participating countries to devise pitching strategy for participants, training materials, and participant support methods for ambassadors.
- Working collaboratively will help share best practices, all the while being able to work locally within your country or region to ensure ambassadors deliver the vision to all CW participants.
- Your work is directly supported by regional reps within their regions.

*This team was previously referred to as 'International / National Institutional Support'

WHAT DO I NEED FOR THIS ROLE?

- Minimum 2 years' worth of relevant Charity Week experience
- Excellent communication and interpersonal skills
- Bags of Infectious enthusiasm to motivate and inspire others around you
- Understanding of the ultimate vision of Charity Week

WHAT DOES THIS ROLE ENTAIL?

- Undergo training to prepare you for the role
- Devise a pitching strategy and train ambassadors on this
- Create a plan for tailored support for all participants, delivered by ambassadors
- Support the delivery of key messages from the departments (e.g finance, events, marketing)
- Provide advice to regional reps & ambassadors dealing with concerns or challenges specific to each participants needs

WHO WILL BE MY SUPPORT?

- The international shura (Director, Vice-Director, Gen Sec & Internal Comms)
- The national shura (Director, Vice-Director & Gen Sec)
- The international team leads across all departments
- 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:

- Departmental role training encompassing:
 - Communicating effectively
 - Strategic relationship management
 - Core CW & Project knowledge
- 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