



# Provincial/ State Vice-/Regional Rep

## OVERVIEW

- Lead the largest team in Charity Week and be at the very heart of our vision in your area.
- Being a lead for all CW ambassadors allows you to be a guide for the institutions & individuals that unite together for CW.
- This is your opportunity to be there every step of the way and see the result of your work come to fruition.
- Vice-Reps will work closely in partnership with either Finance or Events.

## WHAT DO I NEED FOR THIS ROLE?

- Minimum 1 year worth of Charity Week experience
- 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

## WHAT DOES THIS ROLE ENTAIL?

- Lead the regional team by directing the team
- Acting as the main liaison between your team and Participant Support team
- For Vice-Reps, you will act as the main liaison between your team and Finance or Events
- Ensure excellent communication takes place between departments and Ambassadors
- Promote further growth of number of participants
- Monitor the delivery of action points as set in meetings
- Motivate and Inspire the regional teams by word and action
- Represent Charity Week both regionally and nationally
- Coordinate with the Islamic Relief/EAA community fundraiser

## WHO WILL BE MY SUPPORT?

- The national shura (Director, Vice-Director & Gen Sec)
- 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
- You will be expected to be present and respond as needed in WhatsApp groups with each of your nominated participants later in the year

### Online Meetings

- Essential role training sessions - 90mins each week at the start of the year
- Team Meetings - 1hour online meeting fortnightly-weekly
- Occasional global online meetings

## **TRAINING & DEVELOPMENT OPPORTUNITIES:**

- Role training encompassing:
  - Core CW & project knowledge
  - Pitch training
  - Problem solving & support
  - Managing a team
- 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](mailto:info@charityweek.com)**

**APPLY NOW: [charityweek.com/recruitment](https://charityweek.com/recruitment)**