



Vice-/Director

OVERVIEW:

- Take your leadership to new levels by applying your skills to a dynamic and growing team.
- The structure of CW is reliant on excellent communication, initiative and passion.
- Take the lead on ensuring that your team embodies these principles and be a part of CW growing even further.

WHAT DO I NEED FOR THIS ROLE?

- Minimum 2 years' worth of relevant 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 National Team & Regional Shuras in working towards achieving the vision of unity
- Ensure excellent communication takes place between departments and regional teams
- Motivate and Inspire the national and regional teams by word and action
- Represent Charity Week both nationally and internationally
- Coordinate with the Islamic Relief/EAA liaison

WHO WILL BE MY SUPPORT?

- The national shura (Director, Vice-Director & Gen Sec)
- The international shura (Director, Vice-Director, Gen Sec & Internal Comms)
- Country support
- 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 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 regions



Online Meetings

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

TRAINING & DEVELOPMENT OPPORTUNITIES:

- Leadership & role training encompassing:
 - Motivating & inspiring others
 - Team Management
 - Problem solving & support
- 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