

# As-Suffa Relief Project Co-ordinator

## Job Description



### INTRODUCTION

As-Suffa Trust is an establishment working to make a difference with Islamic education and Outreach. Our aim is to convey the pure teachings of Islam through rigorous and traditional scholarship, by utilising modern teaching methods and creating a nurturing environment where students are supported to achieve their full potential.

### JOB CONTEXT

The post holder will report to Senior Management Team and will be responsible for leading on small to large scale fundraising and international relief activities. The emphasis of the role is to achieve maximum and continuous income from a variety of community and online events, campaigns and strategies in line with As-Suffa Trusts income targets and distribute to local and international projects.

### RESPONSIBILITIES

- **Planning**
  - To identify and plan international relief projects and causes that require humanitarian support
  - To identify, and work with external partners and build strong and long-lasting relationships
  - To build relationships with third parties to deliver small to large scale relief projects
  - To undertake project analysis, identifying risks and benefits to each relief projects
  - To provide solutions to any barriers and risks identified to each relief projects
  - Working with the finance department, identify budget needs for each project
  - Provide senior management with progress reports on a continuous basis, highlighting key milestones, risks, successes, and next steps
  - Ensure all projects meet humanitarian compliance standards, such as SPHERE and CHS etc
  - Ensure all projects are completed in a timely manner, adhering to the relevant governance guidelines and procedures
  - Monitor humanitarian crisis internationally, requesting field assessments when necessary and advising senior management of response options
  - To visit and evaluate humanitarian camps and areas requiring support as part of implementing and completing projects
  - Play a significant role in long-term planning, including initiatives geared towards As-Suffa Trust's long-term aims and goals
  
- **Administration & Marketing**
  - To ensure all literature is produced and distributed accordingly, whether that is leafleting, via posters, online, email marketing
  - To review, maintain and implement systems to ensure the smooth operation of all fundraising activities
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- To liaise with the Marketing & Media departments on marketing literature/material/videos in a timely manner
- Produce reports for SMT from systems on a regular basis
- Ensure relevant information is handled with confidentiality and in accordance with General Data Protection Regulations (GDPR)
- **Fundraising**
  - To co-ordinate with the Marketing and Media department on communication messages, social media content and campaign videos to raise awareness of each relief project
  - To be able to communicate sensitive and effectively the strategies and aims of relief projects and campaigns to the general public
  - To be able to communicate and persuade the general public to donate on a regular basis to As-Suffa Trust and our relief projects
  - To be able to communicate and present updates at events of fundraising activities
  - To plan ongoing fundraising activities and campaigns, including online on various projects and initiatives
  - To build close and strong relationships with existing and new donors
  - To build relationships with businesses and strategic partners
  - To identify and promote sponsorship opportunities to As-Suffa Trust projects and campaigns
  - To attend networking events to increase awareness of As-Suffa Trust and attract new donors
- **Delivery**
  - Ensure all relief is processed and delivered in a timely manner
  - Keep up to date records of all donations and allocation of funds to projects
  - Provide feedback to donors of completion of projects and ongoing support of projects due to the donations received
  - Escalate any issues to senior management, third parties that may impact delivery of donations to identified areas
- **Compliance & Charity Law**
  - Become aware of Charity Law and relevant UK regulation and compliance.
  - Ensure SMT members and volunteer are implementing policies and procedures set by organisation.
  - Co-ordinate internal and external processes and procedures.
  - Maintain strict governance on policies, procedures within the office and activities
- **General Duties**
  - The above list is not exhaustive, and you may be required to take on additional duties within the remit of the role

## PERSON SPECIFICATION

	Successful applicant should able demonstrate the following:
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"> <li>- Educated to degree level in disaster management, general management or comparable social science.</li> <li>- Significant related work experience also be considered</li> <li>- Multi-country context experience in establishing and / or supporting scale-up of humanitarian programmes</li> <li>- Experience of developing humanitarian response strategies</li> <li>- Experience and understanding of cash-based interventions and modalities</li> <li>- Good knowledge of current humanitarian policy issues and the international humanitarian context.</li> <li>- Experience in project management methodology</li> </ul>
<b>Competence and Skills</b>	<ul style="list-style-type: none"> <li>- Demonstrate excellent communication skills and confident speaking to public and clients</li> <li>- Have a friendly approach</li> <li>- Professionalism, diplomacy, and excellent interpersonal skills.</li> <li>- Adaptable and flexible.</li> <li>- Able to multi-task, prioritise and manage workloads.</li> <li>- Ability to work using own initiative</li> <li>- Take responsibility for completing your own workload without being continuously supervised.</li> <li>- Be punctual.</li> <li>- Willingness to undertake training to improve technical knowledge and knowledge of all internal systems, processes and procedures.</li> <li>- Able to use MS Office, especially Word and Excel.</li> <li>- Able to recognise and get used to internal IT systems.</li> <li>- Excellent writing and speaking skills in English</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>- To be able to travel locally, nationally and internationally for fundraising and relief activities</li> <li>- Not essential, but able to communicate in variety of languages within the Asian/Muslim Community</li> <li>- Adherence to As-Suffa ethics and standards</li> </ul>

## ADDITIONAL INFORMATION

- Salary – Negotiable – dependent on skills and experience
- Full time, Monday to Friday however some flexibility will be needed on evenings or weekends depending on Events
- Statutory Holiday entitlement
- Free on-site parking