

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Global Outreach Specialist		
Job Family	Global Dawah	Manager of others?	n/a
Service Area	Outreach		
Line Manager	Global Outreach Manager		
Location	International		

Job Purpose
<p>To support the growth of iERA’s global reach, focusing on the development, management and reporting of Global Outreach Activities.</p> <ul style="list-style-type: none"> • To plan and deliver relevant dawah projects or campaigns. • To support HQ campaigns and projects, including international and local activities. • To establish relationships with people of influence in their area of expertise and outreach area. <p>To convey the Prophetic Mission, compassionately and intelligently, sharing Islam with the world through teaching, conveying, organising and leading campaigns.</p> <p>To ensure iERA’s communications are consistent with its key narrative To project a professional image To lead a healthy lifestyle</p>
<p>Outreach iERA are looking for a dedicated and passionate Outreach Specialist.</p> <p>The roles and responsibilities of an Outreach Specialist include the following:</p> <ul style="list-style-type: none"> • To train, empower and create dawah teams. • To assess the dawah development of their outreach area. • To develop junior duaat to be part of their team. • To motivate and guide outreach volunteer teams in accordance with strategic and operational goals. • To ensure the theological and spiritual development of new Muslims. • To attend regular internal training to be able to deliver relevant aspects of the education pathway. • To teach relevant aspects of the level 1 and 2 courses to a wide range of audiences, on and offline. • To regularly convey the message of Islam online and offline. • To deliver lectures as part of motivating and informing Muslims and delivering the message to non Muslims. • To engage in dawah conversations, (deliver the hujjah) either via street dawah or other platforms with local populations, dawah leaders and local institutions. • Facilitate iERA local and international campaigns.

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- To support and facilitate the organisation of bespoke Local projects, e.g. ordering materials, development of community hubs, etc.the storage, development and distribution of dawah materials.
- Liaise with the Strategic Programmes Personnel on the submission of reports on all outreach activities, and managing/ensuring all reports are submitted for review by the Global Outreach Manager.
- Develop plans and budgets to facilitate iERA's global work.
- Carry out Risk Assessments under the guidance of the Strategic Programmes Officer.
- To contribute content towards the Prophetic Post Newsletter.

- To be responsible for the strategic development and growth for the dawah in your regions in order to help fulfil the Prophetic Mission, where Islam will reach every home.

- Anything else that corresponds to the role.

Other

Willingness to travel extensively at short notice

Working outside normal office hours, weekends and bank holidays if required.

Any other duties commensurate with the responsibilities of the role

Policies

Required to sign acceptance of HQ policies including:

Extremism Policy, People Platform Policy, Risk Management Procedure; Health & Safety, Equal Opportunities, Dignity at Work

Knowledge, Skills and Experience

General requirements	Job specific examples	Essential	Desirable
Years of Experience	2+ years of administrative experience or equivalent	✓	
People management	Ability to motivate, guide and appraise dispersed teams and individuals		✓
Commitment	High energy levels with passion and ambition for Dawah and a strong desire to achieve	✓	
Planning and management of projects & events	Extensive experience of setting up international teams and developing duaat	✓	
Training and instruction	Ability to train and instruct in the teachings of Islam	✓	
Islam	Extensive experience of conveying Islam online and offline. Strong experience in Islamic social and theological studies and practice. Adherence to the teachings of the Quran and Sunnah	✓	
Cultural, social and political awareness	Aware of and sensitive to the cultural differences of various religious and ethnic groups, as well as atheism. Knowledge of contemporary issues.	✓	
Health checks and risk assessments	Ability to carry out standard health checks on outreach areas and risk assessments of events		✓

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Relationship building and networking	Build relationships and network with senior people including community leaders, speakers and visitors, and with all departments of iERA.		✓
Communication	Ability to communicate assertively both with smaller and larger groups. Highly developed written communication skills including report writing	✓	
Negotiation & persuasion	Ability to persuade and negotiate with individuals to reach satisfactory outcomes	n/a	n/a
ICT skills including use of Microsoft applications and specialist systems.	Use of: Word PowerPoint Excel	✓ ✓ ✓	
Language skills	Excellent command of English	✓	
Other language skills	Good command of language(s) of areas where role holder is required to operate		✓
Qualifications			
General requirements	Job specific examples	Essential	Desirable
Educated to degree level			✓
Islamic education	iERA level 1 and 2 training		✓
Main Relationships			
iERA staff, sub-contractors and volunteers Heads of other Islamic organisations Community leaders Outreach leaders			

Created by:	Naila Ahmed	Date:	01/04/2019
Approved by:	Salahuddin Patel	Date:	
Updated by:	Naila Ahmed	Date:	
Approved by:	Hamza Tzortzis	Date:	