



Job Description

Job Title:	Madrasa Co-ordinator
Responsible to:	CEO
Location:	Travelling in London required (some hybrid working, but mostly in person)
Salary:	£9360 per annum (gross)
Hours per Week:	Part time, 15 hours a week - flexibility required , as work is dependent on Madrasa and mosque opening hours. Additionally some supplementary islamic schools operate during the weekend.
Start date:	Immediate

Are you passionate about improving people's lives and have a keen interest in working in the charity sector? Do you like meeting new people and love building new connections? Want to use your talent to help the Ummah?

Application process

Complete our online application form on our website and upload necessary documents. Please include a tailored cover letter stating why the organisation appeals to you and what direct relevant experiences you have for this post. Please contact our Project Support Officer, Nadia, on 07507 510054 or email us at info@zubedawelcome.org if you wish to discuss this role further.

About Us

Zubeda Welcome is a newly registered non-profit charity set up to support refugee children in the UK. Zubeda Welcome's niche focus is to support refugees with madrasa (Islamic school) fees to help them retain their faith.

Job Purpose

We are looking for an enthusiastic and driven individual who is keen to work with a values-based organisation and develop a career within the charity sector. As a Madrasa Co-ordinator you are an integral part of helping expand and nurture our existing community network. You will be building relationships with our key partners which are mosques and madrasa providers. You will be joining us at an inspiring time as we are now a registered charity in the UK.

Summary of role

The Madrasa co-ordinator will promote awareness of Zubeda Welcome's aims and identify, manage and maintain relationships with madrasas, Islamic schools and mosques in London and across the UK. You will research and secure madrasa places for the refugee and asylum seeker children that have applied for our support. You will be working closely with mosques and madrasas to encourage them to open up places, negotiate free or discounted spaces for refugees sponsored by Zubeda Welcome, and discuss alternative programmes and joint initiatives (e.g. summer programs). You will have good knowledge and contacts with Muslim community organisations and networks in your local area and nationally. This role will require frequent travel across London and England.

Main Duties and Responsibilities

1. You will be building relationships with our key partners: madrasas, mosques and other Islamic educational institutions
2. You will lead on matching identified refugees in specific postal codes by researching and becoming an expert on madrasas across the UK
3. Research and match refugee and asylum seeker children to their nearest and good quality madrasa and liaise with the madrasa to help register the children
4. Meet with madrasa providers to explain how Zubeda Welcome works and how they can become a madrasa provider for our beneficiaries
5. Create and deliver training sessions/webinars for madrasa/mosque heads about our program, onboarding and ongoing support we offer
6. Hold training sessions to guide mosques and madrasa to engage with refugees and asylum seekers
7. Lead on negotiations with madrasa providers to get the best rates/discounts for madrasa fees
8. Guide our refugee clients on the registration process for a place at the nearest madrasa provider
9. Lead on scheduling and conducting madrasa monitoring visits for our beneficiaries
10. Monitoring and assessing of madrasa provision for our beneficiaries and report back to Zubeda Welcome team and record on the madrasa tracker
11. Attend madrasa and mosque related events e.g. bazaars, hold stalls representing Zubeda Welcome, distribute leaflets and raise awareness to the public (especially events during refugee week, Ramadan and post Eid).
12. Aid in completing forms to sign up individuals and families that would benefit from our madrasa fee support that we provide
13. Deliver talks, to raise awareness about our madrasa fee support to madrasas and mosques
14. Respond to any questions and queries around zakat and how the rules apply around the collection and distribution of zakat funds by our charity
15. Develop and implement an accreditation system to assess quality of provision for our madrasa providers

16. Provide support on the Whatsapp “ZW Community Hubs” by coordinating madrasa for applicants with the support of madrasa coordinators and volunteers who will also be in the group
17. Liaise with the operations and applications team and report back to CEO as/when necessary
18. Work with social media manager to help create and record content for our social media pages to showcase madrasa the work of madrasa providers
19. Seek help of madrasas and mosques to fundraise for Zubeda Welcome
20. Implement fundraising initiatives with madrasa and mosques to generate funds
21. Filing and organising documents and data entry and maintenance of electronic databases
22. Providing administrative (e.g. emails/calls) support to the Employer and other staff members as required
23. Preparing reports, presentations, and other documents as required
24. Any other duties and tasks assigned by the Charity

Personal qualities

- Strong alignment with the charity’s values
- Self-motivated and able to manage a varied workload
- High level of integrity and discretion
- Good eye for detail and accuracy, maintaining high standards at all times
- Have great communication skills; both written and verbal
- Sharing updates on shared drive via Google Workspace
- Weekly 15 mins debrief with CEO via Google Meet
- Able to meet new people and start conversations
- Be sensitive and empathetic
- Flexible working
- Able to travel to the field when required (car and driving license is an asset)
- Currently holds a DBS certificate or is willing to complete DBS check
- Be proactive and able to use initiative and prioritize his/her work
- Be confident to speak with new people, organizations and businesses
- Able to react quickly and flexibly in order to adapt to a fast-paced role and take advantage of new opportunities
- Committed to learning

Skills and knowledge

- Ability to use IT specifically Google Workspace
- Excellent communication skills, both written and oral
- Drive and the ability to organise own workload, working to set priorities and adopt a problem-solving approach to the work to meet deadlines
- Ability to plan and deliver a task to agreed deadline
- Ability to work effectively and smoothly across all environments and settings
- Basic knowledge and skills on zakat rules, responsibilities and application

Experience

- Experience at negotiations with stakeholders
 - Experience in a public facing role
 - Use of Google Workspace and able to complete common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files
 - Volunteer management knowledge would be a bonus
 - Spoken and written skills in other languages would be a bonus (Arabic, Dari, Pashto, Kurdish, Farsi, Turkish, Urdu, Spanish etc)
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Standard Clauses

- The post holder will work within all policies, procedures and budgets set by Zubeda Welcome.
- The post holder will act at all times in the best interest of Zubeda Welcome.
- The post holder will form effective working relationships with all colleagues, volunteers and outside organisations as appropriate.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder will not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.