

### **Notice to be distributed via the Electronic Channels to the Jamats**

We are pleased to announce the position of **Europe Programme Director**, based in Europe under the Europe Settlement Program (ESP), and reporting to the Programme Steering Committee.

The Europe Settlement Programme (ESP) aims to accelerate and strengthen the settlement of the Jamat in Europe through interventions and services aimed at obtaining legal status, securing adequate housing, acquiring language skills, economic upliftment, sound mental health, early childhood development and academic performance. The programme uses a case-based approach offering tailored plans for each household.

This newly created position will be responsible for implementing the programme through a team of Country Managers, Case Officers and Resource Officers – working closely with the National and Local Councils. The role will provide leadership to staff and volunteers, to help strengthen the impact of the work of the National Councils of France, Portugal, and the United Kingdom on activities related to the settlement of beneficiaries in Europe. This position offers an excellent opportunity to support the long-term vision of the European Jamat.

The successful candidate will be responsible and accountable for managing, implementing, monitoring, and reporting on the activities which are part of the Europe Settlement Programme (ESP) across the various countries under the jurisdiction of the European National Councils.

Please see the attached TORs for more detailed information. Interested candidates must submit their CV and covering letter to [sameer.lakhani@iuk.org](mailto:sameer.lakhani@iuk.org) prior to the application deadline of March 28<sup>th</sup>, 2021.

## Terms of Reference

<b>Job Title:</b>	Europe Programme Director (EPD)
<b>Programme Name:</b>	Europe Settlement Programme (ESP)
<b>Location:</b>	Europe
<b>Reporting to:</b>	Programme Steering Committee

### Background and Context:

The Europe Settlement Programme (ESP) aims to accelerate and strengthen the settlement of the Jamat in Europe through interventions and services aimed at obtaining legal status, securing adequate housing, acquiring language skills, economic upliftment, sound mental health, early childhood development and academic performance. The programme uses a case-based approach offering tailored plans for each household.

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### Key Responsibilities:

#### Programmatic Oversight:

- Ensure that programme objectives are met effectively, in a timely manner and within the approved budget.
- Manage relationships with internal service providers (the National Council Boards and Portfolios) and coordinate activities with their designated respective leads to ensure effective delivery of programmes.
- Establish, strengthen and maintain relationships with External Service Providers in the European Union.
- Research best practices in settlement and resilience building and apply applicable strategies to the ESP.
- Apply for external donor grants in the EU and UK that may be available and applicable to the Programme.
- Develop proposals and budgets for approval.

#### Operations

- Manage the day-to-day activities of the Country Managers who oversee the programmatic activities in Europe.
- Provide monthly consolidated Europe-wide reporting on programme activities.
- Prepare monthly financial reports and manage the accounting of expenditures.
- Formalize appropriate policies, processes and supporting documents to support the provision of services and financial aid to beneficiaries.

- Develop and implement a Monitoring and Evaluation system to track progress.

HR Administrative responsibilities:

- Effectively manage and lead the human resources of the unit according to approved human resources policies and procedures that are consistent with applicable laws and regulations.
- Administer approved policies relating to human resources and external consultants, including oversight related to the code of conduct of personnel and consultants.
- Facilitate training and capacity building for staff and volunteers on different components of ESP.
- Manage, motivate, and evaluate staff and volunteers, keeping the National Council fully appraised.

**Candidate Profile:**

Essential

- A professional qualification, or a graduate degree either in social sciences, community development and/or international development.
- At least five years' experience in a senior management position within a NGO setting preferably with international exposure to issues related to settlement, as well as strong administrative and management skills.
- Experienced with working within the AKDN or Jamati institutions in a management capacity either as a professional or volunteer.
- Committed to the mission and values of the Imam, and a strong desire to make a substantial contribution to the progress of the Jamat.
- Ability to deal with confidential matters discreetly, approach executive responsibilities with the highest degree of personal and professional integrity, empathy and sensitivity.
- Demonstrated learning agility, and the ability to navigate ambiguity and complexity.
- Demonstrated success at fostering and building strong, working relationships with a diverse group of stakeholders, and leading and developing teams involving volunteers and staff.
- Possess a demonstrated record of understanding cultural sensitivity.
- Experience in planning and managing budgets across multiple geographies.
- Excellent oral, written, and presentation skills in English to be able to draft briefing papers and reports, and to be able to effectively represent the institution with governmental entities, NGOs and other external stakeholders.
- Willingness to travel across Europe.
- Creative approach to problem solving; strong analytical and organizational skills.

Desirable:

- Ability to collaborate effectively with regional and international subject matter experts.

Salary and package to attract the best candidate. Please submit your application with cover letter to sameer.lakhani@iiuk.org by March 28<sup>th</sup>, 2021.