

# AS-SUFFA



Job Title: Community Lead (Part-Time, 15 Hours per Week)

Location: Birmingham (Flexible working with travel as and when required)

Reports to: Trustees/COO/Integrator

## Overview:

The Community Lead will manage and review As-Suffa's existing community projects while also strategising and developing new initiatives to meet the evolving needs of the local community. This part-time role will focus on effectively managing resources, leading volunteers, and ensuring that community projects align with As-Suffa's mission and values. The strategy for community projects will be developed with the guidance of the trustees and must be approved by them.

## Key Responsibilities:

- **Manage, Review, and Develop Community Projects:**
  - Oversee, review, and develop both existing community projects and new initiatives to meet emerging community needs.
  - Ensure all projects align with As-Suffa's mission and values and work closely with trustees to ensure their guidance and approval of strategies.
  - Ensure that all projects comply with relevant governance frameworks, organisational policies, and legal requirements, ensuring charity commission readiness.
- **Budgeting & Financial Management:**
  - Collaborate with the finance team to develop and manage project budgets, ensuring sustainability.
  - Monitor project expenses and optimise resource allocation.
  - Identify and pursue funding opportunities to support both existing and new initiatives.
- **Resource Management:**
  - Effectively manage resources (time, volunteers, budget) to ensure that community projects are delivered efficiently.
  - Prioritise and allocate resources to maximise impact while maintaining sustainability.
- **Volunteer Management:**
  - Lead and support a team of volunteers, ensuring they are engaged, trained, and motivated.
  - Foster a collaborative and positive work environment, encouraging volunteers to take ownership of projects.
- **Social Media & Marketing Collaboration:**

- Work closely with the marketing and media team to promote community projects and raise awareness.
- Event Organisation:
  - Organise and manage community and fundraising events, ensuring they align with As-Suffa's mission and goals.
  - Coordinate logistics, volunteers, and marketing efforts for events, ensuring successful execution.
  - Develop strategies to raise funds through events while engaging the community.
- Monitoring & Reporting:
  - Track the progress and impact of all community projects, ensuring goals are met.
  - Provide regular updates to the Senior Management Team (SMT) and trustees, including financial and impact reports.
- Stakeholder Engagement & Community Involvement:
  - Build and maintain relationships with local authorities, community organisations, and donors to support projects and enhance As-Suffa's visibility.
  - Represent As-Suffa at community events, public forums, and with other stakeholders, advocating for the charity's mission and raising awareness of its work.
- Collaboration with SMT, Trustees, and Other Departments:
  - Work harmoniously with the Senior Management Team (SMT) and Trustees to implement the strategic direction set by them.

#### Key Requirements:

- Proven experience in managing and reviewing community projects within the charity or non-profit sector.
- Strong leadership and resource management skills, with the ability to prioritise and allocate resources effectively within a part-time role.
- Good communication skills, with the ability to engage effectively with volunteers, stakeholders, and the community.
- A strong understanding of managing and utilising resources efficiently, particularly in a part-time capacity.
- A commitment to As-Suffa's mission, vision, and values of sincerity, dedication, God-consciousness, excellence, and compassion.

Please Note: The hours for this part-time role are set at 15 hours per week, with the potential for an increase in hours after a specified period, depending on workload and productivity. This adjustment will be based on the performance and the evolving needs of the community projects, ensuring that the Community Lead can effectively manage the scope and impact of their responsibilities.