**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: London**

**Liaison with**: London volunteers and other IUS teams when required.

**PURPOSE OF THE ROLE**

To chair the London Committee and oversee the teams organising events and services in the London region.

**KEY TASKS**

1. To oversee the organisation and planning of events and services in London; and provide guidance and support when required. This includes the annual IUS Ramadan iftars, study circles, and workshops.
2. Chair meetings of the London Committee and organise regular meetings for the London volunteers.
3. Seek to offer Muslims in London a range of mental, social, spiritual and emotionally engaging activities.
4. Develop current or new events and services that IUS London could provide, including collaboration projects with other youth groups and young professional network e.g. MSC, SPL
5. Respond to queries to [london@ius.org.uk](mailto:london@ius.org.uk).
6. Coordinate with other relevant teams e.g. Treasurer, Membership Officer, HR and Marketing on areas related to IUS London.
7. Identifying educational, social and spiritual gaps in the community and addressing them appropriately.
8. Mentoring volunteers with less experience and not quite familiar with the Islamic teachings.

**ESSENTIAL SKILLS**

Excellent planning and organizational skills.

Able to oversee multiple projects at one time

Strong communication skills

Able to work on own initiative

Commitment and adherence to the Islamic Laws

Awareness of the discussions and events in the community

Good connection and contacts with different mosques, centres and scholars

**DESIRABLE SKILLS**

Have contacts with other London youth groups and young professional networks.

Experience of being involved in other youth organisations or related Islamic works

Good knowledge in Islamic studies

Regular contact with scholars in London and other cities to ensure continuous guidance.

Good connection and contacts with leaders of other communities and religious groups.

*If you are interested in taking on this role or to find out more information, please email* [volunteer@ius.org.uk](mailto:volunteer@ius.org.uk)