



ROLE DESCRIPTION

IUS CHAIRMAN

Team: Executive Committee (EC)

Location: UK based

Liaison with: All EC members, Trustees and Advisors (where required)

PURPOSE OF THE ROLE

To lead the Executive Committee and Islamic Unity Society (IUS) as a whole.

KEY TASKS

1. To oversee all the activities of the IUS
2. To be the public face of the IUS to external organisations
3. Chair the meetings of the Executive Committee
4. Maintain strong and regular communication with the Board of Trustees
5. Implement a strategy or development plan for the society
6. Continuously look for opportunities to develop the IUS further such as developing new types of events, or improving existing projects in innovative ways
7. Raise the public profile of the IUS to the wider community
8. Respond to queries to chairman@ius.org.uk
9. Support the activities of the IUS workstream teams when required
10. Coordinate with the Treasurer and Human Resources (including membership) to ensure the financial health of the society
11. Act as a port of escalation for issues within IUS via the EC

ESSENTIAL SKILLS

Leadership and management experience

Excellent planning and organisational skills - able to work on multiple projects at one time

Strong communication skills

Able to work on own initiative and be proactive

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 youth groups and young professional networks in the UK

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

Regular contact with scholars in UK and abroad to ensure continuous guidance

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