



## ROLE DESCRIPTION

# LONDON CHAIR

**Team:** Executive Committee (EC)

**Location:** UK based

**Liaison with:** Volunteers in London, the IUS EC, and other IUS teams when required

### PURPOSE OF THE ROLE

To lead the team organising events and services in the London region.

### KEY TASKS

1. Lead the planning and organisation of events and services in London – this has previously included the annual IUS Ramadhan Iftars, study circles and interactive lectures/workshops.
2. Offer Muslims in London a range of spiritually, educationally and socially engaging activities by identifying spiritual, educational and social gaps in the community.
3. Organise regular face-to-face/phone meetings with London volunteers and keep the team motivated.
4. Explore new events & services that IUS could provide in London, including joint projects with other youth groups such as MSC/ABSoc.
5. Support the activities of the IHBDC, Camps and other IUS teams when required in London.
6. Coordinate with the Treasurer, Fundraising and Membership Officers to raise funds and maintain links with London-based donors.
7. Mentor individual volunteers with less experience and/or not quite familiar with the Islamic teachings.
8. Respond to queries to [london@ius.org.uk](mailto:london@ius.org.uk).

### ESSENTIAL SKILLS

Excellent planning and organisational skills  
Able to work on multiple projects at one time  
Strong communication skills  
Able to work on own initiative  
Commitment and adherence to 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  
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  
Good knowledge of Islamic studies

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