



Islamic Relief Worldwide

Faith Partnership Advisor (FPA)

BASE LOCATION:	Birmingham, London, Globally where IR has an office (with extensive travel)
REPORTING TO:	Partnerships and Programme Development Manager
LINE MANAGEMENT RESPONSIBILITIES:	<ul style="list-style-type: none"> • Consultants / Faith Partnership Team (matrix management) / Consortium members • Staff based in field working as part of Faith Partnership team
<p>PURPOSE OF DIVISION: Through capacity building and through technical and programme support, the International Programme Division (IPD) keeps the organisation focused on the socio-economic and humanitarian needs of vulnerable people.</p> <p>The division reinforces Islamic Relief's implementing structure to enable these people and their communities to develop themselves sustainably and ensures that the organisation is prepared to respond promptly and effectively to humanitarian crises.</p> <p>The division increases the organisation's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors. It is primarily responsible for identifying and capitalising on funding opportunities for the organisation.</p>	
<p>JOB PURPOSE:</p> <p>The Faith Partnership Advisor will play a critical role within International Programmes Division (IPD) supporting the Divisions' strategic objectives to consolidate its identity as an Islamic faith-based institution, leading our Faith Engagement Strategy, representing our approach to important multi-lateral and other institutions, ensuring the faith sensitivity and faith literacy of its programmes and securing funding for its global operations. The role will sit within the Programme Funding and Partnership Department (PFPD) within the IPD.</p> <p>Building upon our many programme partnerships with other faith-based and non-faith-based actors, this role will forge new partnerships that build on the inspiring work we have developed in the areas of livelihoods, peacebuilding, forced migration, protection and gender justice. Working with major institutional donors, the Faith Partnership Advisor will form part of a collaborative team and manage the bid process from inception to submission on new programme initiatives. Specifically, the Faith Partnership Adviser will capitalise on the organisation's faith-based approach to development. The Faith Partnership Advisor is expected to have extensive experience preparing bids which have a faith dimension to them, centred on the added value of Islamic Relief as a faith-based organisation and the industry's need to have faith centric development and humanitarian approaches.</p>	

As such the incumbent shall possess extensive proposal writing experience, having demonstrated management of the bid process from the early stages of bid inception to successful submission and where possible securing of funding.

Experience working on projects associated with donors such as FCDO, SIDA, the various UN bodies and other institutional donors will be critical to the role as will be demonstrated experience of working in consortia.

The role will provide an essential input to our strategy bringing our distinctive faith-based perspectives to help resolve some of the most pressing humanitarian and development challenges and providing the opportunity for Muslim communities around the world to engage with us in supporting this work.

The role will build on and support the implementation of IRW's faith engagement strategy developed in 2024, which supports various initiatives to strengthen IRW's faith identity. This includes initiatives to improve the induction and training of staff, to build the inclusion of faith communities in our programmes and to deepen the faith literacy of our programmes.

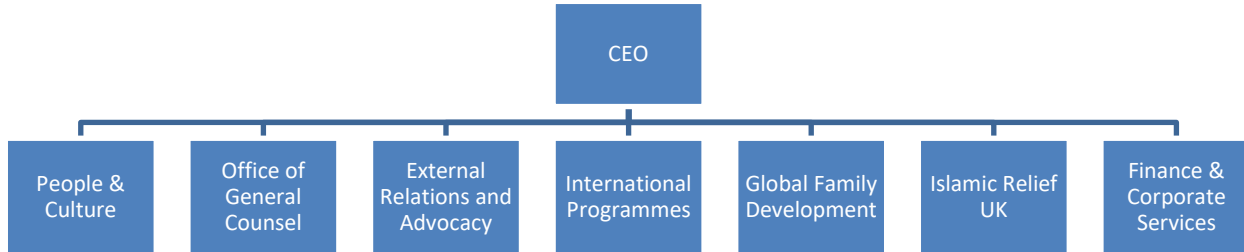
In particular, the role will enable us to be recognised for a unique contribution to conceptual understanding and discourse on issues critical to the communities we serve and the wider development community, including gender justice, inclusion of communities of all ages and abilities, human rights and the role of faith communities in realising the targets of the global goals (SDGs).

The Faith Partnership Advisor will be expected to work within the organisation across the Division supporting teams across all the regions (Asia, East and West Africa, Middle East and Eastern European) and will be also expected to float across our regional programmes providing support to the Faith Partnership team in-situ as and where required and therefore this role will require extensive travel throughout the year.

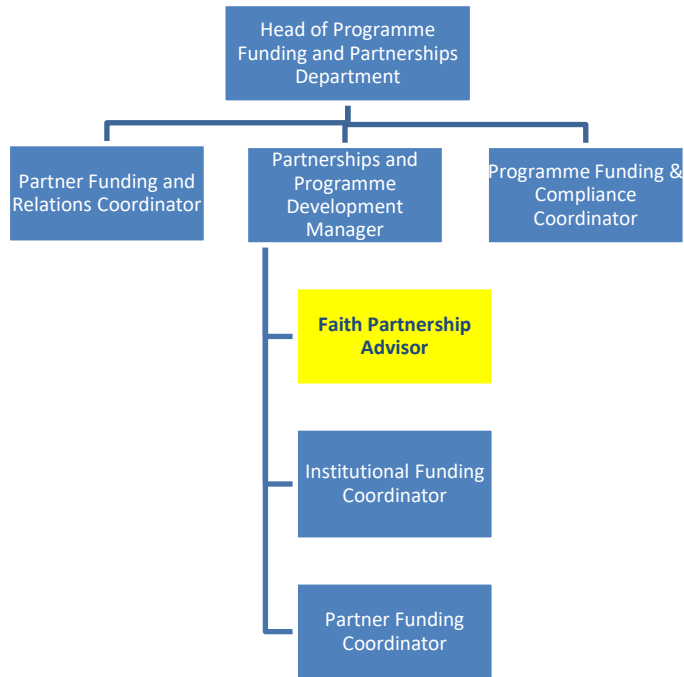
Additionally, the role will continue to provide support to the PFPD in developing their capacity to secure institutional funding and also provide support to developing the capacity of our partners to do the same.



STRUCTURE OF ISLAMIC RELIEF WORLDWIDE



Structure of Department within the International Programmes Division (IPD)





Key Working Relationships

- Decision making
- Analytical and innovative thinking and problem solving
- Communication
- Quality standard and service delivery
- Specialist background

Reporting to the Head of Programme Funding and Partnerships department, the Faith Partnership Advisor will work extensively with the Regional Desks and particularly the Country Office Programme teams. The Faith Partnership Advisor will also form a critical part of the bid team, which will include working with Finance Division, technical experts from the Programme Quality Department, Procurement and Logistics and external stakeholders including other organisations that may form part of a consortium. Much of the work will be required to be undertaken in countries where we operate and therefore within the scope of that role, a wider interaction will be required with both internal and external stakeholders. As part of this, extensive relationships with institutional donors will also be required to maximise the potential of this role.

SCOPE AND AUTHORITY

Scope of the Role

- The Faith Partnership Advisor will lead the cross-organisational strategy to deepen our faith identity by coordinating work with the relevant teams implementing components of the Faith Engagement Strategy.
- The Faith Partnership Advisor will represent our faith-based approach to multi-lateral and bi-lateral institutions, where necessary joining inter-agency working groups on relevant issues.
- The Faith Partnership Advisor has the responsibility to provide managerial support to oversee the bid process and in doing so will have matrix management over the bid team in relations to the deliverables required within the scope of the bid. Whilst not directly managing anyone, the Faith Partnership Advisor will be responsible for managing the bid team and ensuring that they are working efficiently and effectively to adhere to the requirements of the bid call and to meet the deadline for submission, whilst also ensuring that the bid is of the highest standards.
- The Faith Partnership Advisor will be responsible for making decisions in relations to strategic calls and will have the authority to review the proposed bid, assess the business case for it, ensure necessary resources are made available and approve the quality of the work being undertaken. Where necessary after having taken feedback and assessed the needs, the Faith Partnership Advisor will have the final decision regarding the submission.



- The Head of Programme Funding and Partnership will provide strategic support to place the Faith Partnership Advisor in the most optimal bid and the Faith Partnership Advisor is therefore not anticipated to be part of each bid the organisation puts forward. The Faith Partnership Advisor will be in direct contact with the above-mentioned stakeholders to ensure tasks assigned by line manager are completed on time and that all required support in relation to the bid submission is timely provided with maximum efficiency and accuracy.

Responsibility for Resources:

The Faith Partnership Advisor is responsible for:

- Identifying potential funding opportunities
- Has the authority to decide what bid to go for and not go for.
- Ensuring quality submission of all proposal / bid requirements
- Determining the business case for these funding opportunities
- Gaining familiarisation with and understanding all the requirements necessary for submitting a successful bid
- Working with various stakeholders both internal and externally to coordinate the relevant inputs to the bid
- Understanding the necessary procedures, including documentation compliance requirements from concept note/proposal stage to bid submission
- Where necessary providing remote support to country offices for potential bid/partnerships
- Works on all administration aspects of the role to a timely and accurate standard
- Provide backstopping support to the line manager as per requirement
- Perform other duties as required by the line manager



KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

<ul style="list-style-type: none"> • Key Accountability 1: Faith Partnership Management (40%) <ul style="list-style-type: none"> • Manage the Faith Partnership process from inception to submission ensuring that bids are submitted in a timely manner • Provide inputs and guidance to the bid team to ensure that submissions are of the highest standards and provide assurances of a quality bid. • Make key strategic and funding decisions on behalf of the company both prior to bid materialisation and during the task itself. • Manage the bid team's outputs, solve resource conflicts, assure quality inputs and solve problems, bottlenecks and other issues • Review and edit all inputs for quality assurances • Be the main point of contact for the Faith Partnership, both internally and externally with all the stakeholders involved in the bid process. • Manage the creation and consortiums that are formed as part of the bid process. Ensuring that progress, outputs and information is communicated to key members in a timely manner • Provide regular update to the Head of Programme Funding as well as other key members of the team whose staff form part of the bid task force.
<ul style="list-style-type: none"> • Key Accountability 2: Leading the Faith Engagement Strategy Implementation (30%) <ul style="list-style-type: none"> • Working with the Project Board, senior management, our scholars advisory board and relevant departments, the Faith Partnerships Advisor will ensure the deliverables agreed in the strategy are implemented.
<ul style="list-style-type: none"> • Key Accountability 3: Advising on and developing faith literate programmes <ul style="list-style-type: none"> • As the need arises, to collect, develop and disseminate guidance and programme approaches on complex emergencies and arising topics from an Islamic faith perspective, working closely with IRW's Scholars Board and other specialist experts. • Support the Shari'a audit committee in reviewing our policies and programmes on a regular basis.
<ul style="list-style-type: none"> • Key Accountability 3: Faith Partnership Intelligence gathering (10%) <ul style="list-style-type: none"> • Work with the Head of PFPD to identify and determine potential bid opportunities. • Gather information and document the submissions of all bid in a centralised depository and identify success and failures with a view of how to improve quality.
<ul style="list-style-type: none"> • Key Accountability 4: Capacity Building (10%) <ul style="list-style-type: none"> • Design guidelines for successful bid writing competencies • Develop the capacity of Country Offices, Regional Desks and other stakeholders in the art of successful bid writing • Increase capacity of the country offices to recognise the uniqueness of faith sensitive approaches to development.

<ul style="list-style-type: none"> • Ensure our induction and training of staff contains sensitisation to our faith identity and policies • Support the development and capacity building of faith-based organisations we seek to develop strategic and operational relations with
<ul style="list-style-type: none"> • Key Accountability 5: Stakeholder Relationships (5%) <ul style="list-style-type: none"> • Ensure IR representation and external communication of IR perspectives and approaches as required to relevant working groups and consortia from both multi-lateral and bi-lateral institutions • Build key relationships with peer organisations to explore productive partnerships and potential funding / consortium opportunities • Take initiative in communicating with regional desk to identify the need for support and communicate important bid information. • Communicate with Finance, HR, Procurement and any other department to ensure their inputs are facilitated and completed in a timely manner • Communicate with field offices or any other stakeholders both internally and externally to achieve success on the bid submission
<ul style="list-style-type: none"> • Key Accountability 5: Other (5%) <ul style="list-style-type: none"> • Be an active part of the bid team in country offices • Required to travel extensively supporting various bids throughout the globe for both supporting Country Offices and Partner Office in bid submission / training / backstopping support.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and empathy with the Islamic values and principles as well as commitment to IRW's vision and mission. This section should detail the requirements of the role in the following sections:

Essential:

Knowledge, Skills and Qualifications

- A graduate degree or equivalent experience in development/humanitarian areas
- An in-depth understanding of international development issues
- An exceptional understanding of the principles of Islamic jurisprudence and Islamic teaching, particularly pertaining to aid and development issues
- An awareness of the various funding mechanism that are available within the industry
- Exceptional command of English with the ability to edit, summarise and compile information quickly and often within short time frames
- An ability to speak publicly and communicate confidently within groups
- An ability to lead working groups and plan strategically
- Expert knowledge of Microsoft Word and being versed with PowerPoint and Excel



Experience

- Track record of working in a similar role with an International NGO essential
- Proven ability to secure funding for Faith Partnerships
- Must have substantial experience of having worked on successful bids/partnerships which have a faith dimension
- Well versed and with proven capabilities of understanding the faith dimension of international development and humanitarian interventions.
- Demonstrated experience of working on multiple bids with various institutional donors
- Ability to work extensively with a team and or on their own
- Knowledge of the key critical areas impacting the international development sector, including awareness of SDGs, faith-based initiatives, CHS, Humanitarian principles etc.

Personal Qualities

- Exceptional interpersonal skills including the ability to listen, sensitivity to others' views and perspectives, and conflict resolution.
- Problem solving skills
- Culturally sensitive
- Enhanced ability to work in a multi-cultural team with challenging language barriers across multiple locations often with different and sometime conflicting agendas
- Advance English writing skills and ability to communicate effectively
- Ability to travel extensively often at short durations and for lengthy periods of time
- Abide by IRW Code of Conduct and other related Codes of Conduct

Desirable:

- Knowledge of the various sectors within the international development arena
- Field experience having worked and or being based overseas
- An ability to teach or explain complex and profound ideas to individuals and groups.
- Ability to work in often stressful and time bound situations requiring non-conventional working hours

Signed by: _____ (Direct Line Manager)

Signed by: _____ (Divisional Director)