



**HAD** | Humanitarian  
Academy for  
Development

**MANAGING DIRECTOR**

# ABOUT US

Established in 2013 as the Leadership and Development arm of Islamic Relief Worldwide, the Humanitarian Academy for Development (HAD) is now a centre of excellence serving the Leadership, Research and Talent Development needs of the humanitarian sector.

We work with Charities, NGOs, CSOs, academic institutions and other like-minded individuals and organisations to critically examine experiences from the field and impart this knowledge through training and research.

## AREAS OF OPERATION

- **Capacity Building**
- **Knowledge Management**
- **Leadership and Talent Development**

## OUR MISSION

Driven by our faith, our mission is to strengthen the humanitarian sector .

# OUR VALUES

We remain guided by the timeless values and teachings of the Qur'an and the prophetic example (Sunnah), most specifically:

**Sincerity (Ikhlas)** – In responding to poverty and suffering, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity.

**Excellence (Ihsan)** – Our actions in tackling poverty are marked by striving for excellence in our operations and the conduct through which we help the deserving people we serve.

**Compassion (Rahma)** – We believe the protection and well-being of every life is of paramount importance and we shall join with other humanitarian actors to act as one in responding to suffering brought on by disasters, poverty and injustice.

**Social Justice (Adl)** – Our work is founded on enabling people and institutions to fulfil the rights of the poor and vulnerable. We work to empower the dispossessed towards realising their God-given human potential and develop their capabilities and resources.

**Custodianship (Amana)** – We uphold our duty of custodianship over Earth and its resources, and the trust people place in us as a humanitarian and development practitioner to be transparent and accountable.

# PURPOSE OF HAD

The Humanitarian Academy for Development (HAD) is an award-winning Strategic Business Unit developed in 2013 to enhance the knowledge and skills of the humanitarian sector through capacity building, applied research and leadership development. HAD's Learning and Development team has its origins in Islamic Relief (IR), the largest Muslim western NGO in the world. Islamic Relief has been serving humanity for almost 40 years. With an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for the three billion people still living in poverty.

While HAD was established to serve the development and research needs of the IR Family, HAD strives to train the wider NGO sector with the necessary knowledge, skills and experience to become the most effective organisations possible.

HAD is envisioned to be a hub where humanitarian and development theories and practice are studied, examined and developed. It will be a centre to train our team following the life-long learning approach the organisation adopted earlier and to develop the future leaders in the aid sector, not only individuals but entire organisations and future generations.

The Academy will foremost play a pivotal role in training of humanitarian practitioners at all levels, undertaking applied research and building theory, a base to stimulate our advocacy efforts and to lead in the areas of research aid and development from an Islamic perspective.

# Managing Director

## JOB DESCRIPTION

**BASE LOCATION: Birmingham, UK**

**REPORTING TO: HAD Advisory Committee**

**LINE MANAGEMENT RESPONSIBILITIES: Heads of Departments and Senior Managers within HAD**

### JOB PURPOSE

The Managing Director (MD) will have overall responsibility for the Academy's vision, strategy, and programmes, and will manage a group of departmental managers, project managers, and admin staff.

The MD will provide leadership to the Academy's planning process and will implement new programmatic and strategic initiatives. In addition, the MD will provide coordination for the Academy's senior management team; liaise with IR Family partners; and work with IRW's Board of Directors to keep them abreast of programmatic strategies and challenges.

The MD will create the strategic three-year plan and implement new processes and approaches to achieve it. The role will involve the facilitation of smooth and systematic communication and cooperation between the different parts of the IR family in order to realise the Academy's aims. The role will also involve establishing and strengthening the Academy's relationships with the wider humanitarian development community and securing projects that serve the humanitarian sector, including institutional grants for capacity building in the charitable sector.

## KEY WORKING RELATIONSHIPS

- The position reports to the HAD advisory board.
- Has regular contact with Board of Directors and IR family globally.
- Work closely with the Admin & Support Manager for the smooth running of the HAD office and administration.
- Interacts with IR field offices and partners to offer direction and technical advice in the field of organisational capacity building, learning, research and development.
- Engages with (non IR) stakeholders in the community and wider society.

## SCOPE AND AUTHORITY

- To lead the development of strategy, ensure that HAD has robust and deliverable plans to bring in sustainable income and to use them effectively to enable delivery of its programmes.
- To work constructively with the HAD Advisory Board to ensure they can provide effective governance.
- To take responsibility for the overall delivery of results by the organisation.
- To represent the Academy in interactions with internal and external stakeholders and form partnerships that advance the mission of the Academy.
- To ensure that, by leadership and example, HAD's overall aims, objectives and purposes are shared throughout the organisation.

## KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of excellence, sincerity, justice, compassion, custodianship and fair treatment of his/her colleagues and staff.

### 1. Leadership and Academy Directions

Serve as the leader of the organisation:

- To provide strategic organisational leadership, inspiration and guidance to ensure that the overall HAD objectives are set and achieved.
- To lead the performance management process that measures and evaluates progress against goals for the organisation.
- To provide for all staff a strong day-to-day leadership presence; bridge national and international operations and support an open-door policy among all staff.
- To support and strengthen HAD's relationships with the wider humanitarian and development community to consolidate and develop the visibility and image of the Academy.
- To facilitate smooth and systematic communication and cooperation between the different parts of the IR family to ensure maximum impact of the Academy's work.
- To lead on the conceptualisation, development, implementation and regular review of the Academy's strategy, work plans, and systems to achieve the agreed divisional objectives.
- To lead, manage and develop the divisional staff in order to ensure that the workforce is capable of fully achieving their agreed targets.

### 2. Programme Leadership

- To coordinate the annual operations plan and budget.
- To manage the recruitment of needed staff and appointment of the required external capacity in order to deliver the programmes of the Academy.
- To promote the Academy's programmes to partners and external organisations.
- To support programme design and evaluation.



### 3. Management of Support Services and Administration

#### ADMINISTRATION AND HUMAN RESOURCES

To work with IRW's Human Resources & Finance teams:

- Ensuring all safeguarding procedures are in place and adhered to, including good recruitment practice.
- Ensuring all HR processes and systems are legal and compliant with HAD internal policies and are best-practice driven.
- Ensuring effective deployment of support staff to meet current and future needs of the Academy, and producing Annual Staffing Plans for approval.
- Advising on and arranging CPD strategy for all support staff within the Academy.
- Supporting senior staff dealing with contract and personnel issues.
- Motivating and encouraging teamwork and good practice in order to achieve excellent standards of service delivery across the Academy.
- Ensuring proper systems are in place to safeguard confidentiality and data protection.

### 4. Team management

- To direct the recruitment, selection and motivation of its executive and management teams to head the various business processes required to support its core competencies.
- To develop appropriate JD, competencies & performance appraisal.
- To recruit and induct new direct reports.
- To hold regular one-to-one and group meetings to support executive team and ensure they remain on track.
- To regularly assess and appraise executive team performance.
- Agree & monitor individual staff development plans.



## 5. Marketing & External Relationship Development

Working in close relation with Business Development and marketing's team to advance the business development side of the Academy and maximise the income from the Academy's services by creating, implementing and measuring the success of:

- A comprehensive marketing, communications and public relations programme that will enhance the Academy's image and position within the marketplace and the general public, and facilitate internal and external communications; and, all Organisation marketing, communications and public relations activities and materials including publications, media relations, client acquisition and so forth.
- Identification of potential institutions and corporations for funding the Academy's projects.
- Public representation of the Academy with the media and external constituency groups including community, governmental, and private organisations and build excitement for the Academy's mission.
- Promote the Academy's work to IR Partners and other organisations and institutions.

## 6. Others

- To ensure, and proactively promote and foster relationships, establishing a culture in which Islamic principles, values and approaches which are adopted by IR are consistently respected, applied and complied within the delivery of the Academy's objectives and in the conduct of its employees.
- To be responsible for maintaining own professional development.
- To comply with the organisation's policies and procedures in undertaking the above roles and responsibilities.

## PERSON SPECIFICATION

It is essential that the post holder shows a deep understanding of IR's faith inspired values and principles as well as commitment to HAD's vision, mission and values.

### **Knowledge, Skills and Experience:**

- Excellent knowledge and sound understanding of the voluntary INGO sector and the business support needs that flow from this.
- Knowledge/experience in managing an education or training environment is an advantage.
- Knowledge and experience of working in a multinational and multi-cultural organisation.
- Ability to guide staff development towards achieving key performance indications and organisational strategy.
- Experience of developing and establishing organisational and divisional strategies and work plans which help to deliver the wider organisational objectives.
- Proven experience of organisational leadership.
- Demonstrates skills in networking which lead to positive relationships with external bodies.
- Demonstrates the flexibility and energy that is required for a high level of self-management and awareness.
- Excellent knowledge and proven experience of developing organisational budget, reading and monitoring financial reports.
- Experience and knowledge of organisational development and its contribution to the.
- Fluent written and spoken English; a working knowledge of a second language is desirable.
- Working knowledge of Arabic will be a significant advantage. Knowledge of a European language particularly French or German will also be positively considered.
- Willingness to travel around the world.

### **Qualifications**

- Masters, in Business Administration or general management or a related discipline. Other qualifications will be considered.
- Any professional or other qualification relevant to MD role, as outlined above.

### **Key Personal Qualities**

- Is committed to integrity and IR Values, upholding the highest standards in conduct.
- Strong emotional intelligence and resilience, and able to maintain composure - acting in a calm measured way in difficult situations.
- Has a positive manner and personality, and able to overcome setbacks by motivating others.
- Is highly flexible and able to adapt to changing situations and priorities.
- Has a learning attitude and a continuous improvement mindset.

## BENEFITS

We have a comprehensive benefits package including:

- Enhanced annual leave starting from 26 days and additional 4 days for Eid.
- Health care cash plan.
- Enhanced maternity package and paternity leave.
- Enhanced sick pay.
- Company pension scheme.
- Employee assistance programme.
- Personal development opportunities.
- Car leasing scheme.
- Cycle to work scheme.
- Staff discounts.
- On-site parking.