

TEAM ORANGE MANAGER

SALARY

£33,412 – £38,754

DIRECTORATE

Growth

HOURS

37.5 hours per week

CONTRACT TYPE

Permanent

DEADLINE

We reserve right to close recruitment asap

LOCATION

Wakefield, West Yorkshire

ABOUT US

Penny Appeal was set up in 2009 to provide poverty relief across Asia, the Middle East and Africa by offering water solutions, organising mass feedings, supporting orphan care, and providing emergency aid. We've come a long way since then and have grown tremendously in the past 12 years!

We've transformed lives and empowered communities, helping to break the poverty cycle and build brighter futures. Over the past few years, our work has expanded, and our teams have grown considerably, allowing us to launch new campaigns and work in even more crisis-hit countries. As well as strengthening communities in over 30 countries around the world, we also make it a priority to support vulnerable people here in the UK, too.

Each of our projects are carefully designed to be accessible and effective. They are a wonderful blend of emergency support, short-term relief, and longer-term sustainable solutions. Our way of approaching relief means that we can save lives immediately, improve situations in the coming days and transform communities for years to come.

At Penny Appeal, people are at the heart of everything we do. Every one of our projects are tailor-made to meet the needs of those we support and benefit as many people in need as possible, in ways that cost our generous donors just a little bit of loose change each day.

Vision

Transform small change into big difference for those who need us most.

Mission

Inspired by the universal values of the Islamic faith, Penny Appeal's mission is to serve all those in need at home and abroad.

Strategic Aims *Within 5 years*

1. Best in class Muslim Charity
2. Sunday Times top 100 businesses to work for
3. Most recognisable Muslim charity in the world
4. Raise over £100 million per annum for good

Key Facts

We are a British Muslim led charity.

Our HQ is in Wakefield, West Yorkshire. We have approximately 100 staff based in the UK, with many more across the world.

Please read our latest Annual Report [here](#).

ABOUT YOU

For us, it's not just what we do, it's how we do it. Our values are important to us and we're looking for people who will live and breathe them.

THE ROLE

We have big ambitions and are looking for an experienced #TeamOrange Manager to help us achieve them.

Team Orange is Penny Appeal's volunteering family from helping at a community kitchen, completing an internship with our Marketing team, or putting the FUN back in fundraising, giving all our volunteers the opportunity to have a great time as they set out to save lives. Team Orange is a movement of people passionate about helping the poor and disadvantaged and doing all they can to transform impoverished communities around the world.

You will take overall responsibility of leading and managing the delivery of Penny Appeal's Team Orange Volunteer workplan and help with our strategic vision. This includes direct engagement with volunteers on a national level such as to support the recruitment, coordination, retention, and development of volunteers.

We also need someone who can work well as part of a team to help us level up, ensuring we all pull together in the same direction and offer one another support and comradery, ultimately allowing the charity to have an even greater impact on the world.

Key areas:

- Responsible for supporting the organisation in delivering the overall Team Orange workplan to meet overall organisational targets for growth and change.
- Develop a clear strategy in creating national movement of Orange Muslims in the faith community offering Islamic teachings / young Muslim Tarbeeyah and Young Muslim leadership programmes amongst other activities promoting social action.
- Represent the organisation's mission and work with management to ensure the Charity's ethos is manifested both via internal and external representation and communication.
- Work closely with management in developing a scheme of work to nurture Young Leaders from the community through accredited programmes or partnerships, such as the Duke of Edinburgh programme or similar.
- Overall management of Team Orange volunteers on a national level and Team Orange staff.
- To support and develop volunteer recruitment, training, managing, tracking, retaining, rewarding and recognising volunteers.
- Ensure delivery of volunteer activities within agreed timescales and manage all budgets by maintaining accurate records of volunteer activity, income and expenditure.
- Lead on presenting and facilitating volunteer activities with the ability to engage and inspire a wide range of audiences.
- Attend meetings and events where appropriate and be willing to travel if and when required for PA related activities.
- Lead on filing and recording of all documents / records of the department in a systematic manner.
- Excellent understanding of confidentiality, equality and diversity and how it affects this role, the organisation and volunteers/support.
- Gather information relating to the department to present to the Head of Fundraising for weekly reporting purposes.
- Take notes / minutes and then present in a professional manner.
- Be able to proficiently use internal CRM systems to retrieve / add / present data. (PFM / Excel / Microsoft Teams etc)
- Any other duties commensurate with the accountabilities of the post.

KEY REQUIREMENTS

ESSENTIAL

- A deep understanding of the Islamic faith and ability to design, develop and deliver Tarbeeyah / Young Muslim programmes
- Recognisable management of Volunteers qualification or similar
- Hungry to promote social action and engage with groups nationally
- High level of computer literacy and IT skills
- Able to multi-task and prioritise workload
- Superb oral and written skills
- Confidence working online and in the digital environment
- Attention to detail
- Team player and positive attitude when working with others
- Adaptable and flexible in working style
- Problem solver
- Welcomes diversity.

DESIRABLE

- Knowledge of Islamic financial matters (Zakat, Wakf, Qurbani etc.)

ADDITIONAL INFORMATION

Safeguarding

We are an organisation that takes safeguarding very seriously. All staff will be expected to adhere to our policies, processes, and approach.

Applying

Please send a statement (of no more than 2 sides of A4, font size 11) clearly outlining how you match our requirements, as well as a two-page CV outlining your professional, volunteering experience, education/qualifications and any other relevant information to jobs@pennyappeal.org. Please state the job title in the email title.

Deadline

We are running a rolling a recruitment, so reserve the right to close the post at any point. Please don't delay in getting your application in to us!