Project Manager

About Imammiyyah Council

Majlis e Ulema Shia Europe founded over 25years ago as an organisation of Shia Scholars, under this highly respectable organisation, is Imammiyyah Council, This has been specifically designed to bring together all the Shia communities from across UK & Europe, under one umbrella organisation led by respected Ulema, enabling the community to work together on wide ranging community improvement initiatives.

Job Objective

This is a key role within the MUS Imammiyyah Council organisation, which is required to drive and manage complex initiatives in the form of formal projects.

Imammiyyah council has a central department known as Research & Development; within this team there are professionals from various backgrounds who are volunteering their time and expertise to develop concepts/ideas into actual products & services for the Shia community of UK & Europe.

There are multiple vacancies open for this role type, therefore Imammiyyah Council are accepting applications from both experienced and junior project managers/coordinators.

Responsibilities & Tasks involved

- Attend weekly R&D conference call.
- Create project plans for end to end delivery of Imammiyyah projects.
- Report on project success on weekly/monthly basis.
- Actively manage and drive actions & tasks in accordance to the plan.
- Deliver the project within the agreed budget.
- F2F meetings maybe required depending on project scope.

Time commitment:

- Approx. 2 hours of weekly call on Wednesdays from 10pm – Midnight.
- We require someone who can commit up to 5hours a week.
- Minimum commitment requested 6 months.

Skills & Experience

- Previous experience of managing IT/Software projects
- Prince2 Certified

Performance Measurement:

- Quarterly performance review with Head of Imammiyyah Council
- Weekly progress check on R&D conference call