



Trustee opportunity

As Chair of Trustees, I'm excited about the opportunity NZF has to help Zakat givers in the UK give to Muslims in need nationwide.

We're seeking two new trustees who:

- are committed to making sure Zakat is effectively given to those in need in the UK
- can help NZF think long term and strategically;
- have strong communication skills and a critical, curious approach;
- can influence key stakeholders within their network and more widely;
- understand how systems operate and can be improved.

We're looking for one trustee with specialist Marketing and Communications skills and one trustee with specialist Legal and Governance skills.

More information about the organisation and the roles are included with the information pack.

How to apply

To apply for one of these roles please email me azim@nzf.org.uk with:

- A covering letter which:
 - explains why you're a good fit for the role
 - tells us why you want to join the Board
 - explains what difference your contribution is likely to make to the work of NZF.
- An up to date record of your achievements

The closing date is **2nd April 2020**.

I look forward to receiving and reading your application.

A handwritten signature in black ink, appearing to read 'Azim Kidwai', with a long horizontal stroke extending to the right.

Azim Kidwai, Chair of Trustees

azim@nzf.org.uk

February 2020



About National Zakat Foundation (NZF)

Registered Charity 1153719

www.nzf.org.uk

NZF helps Muslims bring Zakat to life in the UK giving those who can give Zakat the chance to support Muslims in need where they live. Through NZF, Zakat payers support people to get their lives back on track and unlock the potential of those held back by their finances. NZF makes it simple for Zakat payers to calculate the Zakat they need to give and for those in need to apply for and receive help. This brings Muslims together and creates a thriving, closer community.

Since NZF began, well over 10,000 Muslims in need have been supported with UK Zakat funds, with over 2,500 supported last year alone. Thanks to the support of donors giving Zakat in the UK, we have many success stories to share.

But there is so much more to be done. NZF is seeking to develop an experience for Zakat payers and for those who receive Zakat which is increasingly simple, transparent, effective and scalable. NZF is ambitious and visionary, with the potential to enable many more Zakat payers in the UK to support many more Muslims in need across the country.

About the Trustee role

As a member of the Board, you'll work with the Chair and other Trustees to set the strategic direction and shape the work of NZF. The duties of the Trustees are to:

- Contribute to all aspects of Board business, governance, and strategic oversight;
- Provide specific expertise where the Trustee's knowledge will be invaluable in supporting our activities;
- Actively engage with key stakeholders as appropriate;
- Promote NZF within your own and wider networks as a key enabler for UK Zakat payers to support those within the UK who need it.

About the Marketing and Communications Trustee role

In addition to the duties of all Trustees above, the Marketing and Communications trustee will be expected to:

- Advise on developing NZF's market position with a variety of audiences;
- Advise on developing the brand and PR strategy of the charity to achieve NZF's aims.

About the Legal and Governance Trustee role

In addition to the duties of all Trustees above, the Legal and Governance trustee will be expected to:

- Advise on governing documents, policies and procedures and committee structures;
- Provide a legal perspective on strategic planning, complex initiatives, serious incidents and/or safeguarding issues.

About you

It is essential that you can demonstrate:

- A minimum of five years of senior management experience
- Evidence of transferable skills, including:
 - Strategic capability: sharp mind and good judgement
 - Ability to build strong relationships
 - Demonstrable understanding of roles and responsibilities of non-executives and of collective decision-making
- A mind-set aligned to the organisation and its Board of Trustees, including:
 - Independent: able to both challenge and support
 - Committed: have a good understanding of, and commitment to NZF's aims
 - Team player: able to build constructive working relationships with other trustees, the CEO and the Senior Management Team.
- Connections to networks of people in the UK from whose expertise NZF may benefit, and a willingness to use those connections for the organisation's benefit.
- The ability to meet the required time commitment.

It is desirable that you can demonstrate:

- A minimum of ten years of senior management experience
- Experience of operating as a trustee of a similar-sized organisation
- Understanding of the external context in which NZF enables Zakat payers to support people in need.
- Understanding of the financial, structural, and human dimensions of the organisation.

For the Marketing and Communications role

It is also essential that you can demonstrate:

- Minimum of five years of experience in Marketing and Communications, preferably at a senior level



It is also desirable that you can demonstrate:

- Application of marketing strategy to charitable/not for profit organisations
- Experience of the strategic use of integrated marketing communications mechanisms to support services and activities

For the Legal and Governance role

It is also essential that you can demonstrate:

- Minimum of five years of experience in Legal and Governance, preferably at a senior level

It is also desirable that you can demonstrate:

- Application of law and governance to charitable/not for profit organisations
- Experience of providing legal guidance in relation to governing documents, policies and procedures and committee structures.
- Experience of providing legal guidance in relation to serious incidents and/or safeguarding issues

Terms of appointment

Time commitment: The Board of Trustees meets four times a year. In addition to board meetings, other contact – usually electronic or by telephone – will be necessary. There may also be sub-committees, events and functions where Trustees will be asked to attend.

Location: Board meetings are normally held in at NZF's office, which is currently East London. Trustees can dial in remotely where unavoidable.

Remuneration:

We are a charity, so these roles are non-executive and unremunerated, except for the reimbursement of reasonable expenses.

Length of appointment: The appointment is anticipated to start May 2020. The first term is for up to three years.

Equal opportunities: We are an equal opportunities employer, and we aim to have a diverse mix of skills and backgrounds amongst the members of the Board of Trustees that can in turn better reflect the sector we work with. We would therefore welcome applicants from all backgrounds, but specifically from ethnic minorities and people with a disability.

How to apply

To apply to one of these roles please email me azim@nzf.org.uk by **2nd April 2020** with:

- A covering letter which:
 - addresses the essential criteria for the role
 - tells us why you want to join the Board
 - explains what difference your contribution is likely to make to the work of NZF.
- An up to date record of your achievements.



About the trustees

Azim Kidwai (Chair)

Azim Kidwai is the CEO of Mercy Mission UK. He joined Mercy Mission in 2009 as the Chief Executive and has led the growth of the organisation from a new community organisation to an international incubator. He has overseen the launch of Ramadan TV, National Zakat Foundation, and Charity Right and is now leading the Muslim Foster Project. He also serves as a board member at a number of UK registered charities and is a special advisor on Islamic philanthropy at the United Nations Relief & Works Agency.

Sultan Choudhury, OBE

Sultan is former CEO and Director of Al Rayan Bank. He has over 20 years of professional and financial services experience in the UK. Sultan is a member of various Community and Government advisory groups and has contributed significantly to the development of Islamic Financial Services in the UK. He was a founding member of UKIFS (UK Islamic Finance Secretariat), a body which promotes the UK Islamic Finance industry. He previously held roles at Charles Schwab Europe, Barclays Private Bank and Deloitte. Sultan holds a BA (Hons) in Economics & Econometrics and an MBA.

Sabah Gilani

Sabah Gilani is the CEO of the Better Community Business Network (BCBN), a Muslim-led charity set up to identify difficult social causes and worthwhile community projects within the UK. BCBN provides grants and supports the work of grassroots, community organisations and charities working within deprived communities. Sabah commissions research for a more targeted and effective, evidence-based approach, working with academic institutions, researchers, think tanks and government departments. The organisation has received many endorsements including from HRH Prince of Wales, London Mayor Sadiq Khan and Vanessa Redgrave CBE. Sabah also brings a wealth of experience in event management: she has organised many large-scale charitable events and hosted lifestyle shows and entrepreneurial programmes. She has a keen interest in supporting women's networks and hosts Muslim women empowerment programmes and support groups. Sabah has an MA in Politics and Media from the School of Oriental and African Studies and has completed Leadership programmes both internationally and nationally including the Cambridge Senior Faith Leadership Programme.

Tariq Surty

Tariq has over 20 years' experience in the information and media sector, helping organisations define and deliver change. He utilises core project and programme management best practices to enable organisations to more effectively and efficiently understand and achieve their core objectives. Over the years Tariq has brought this invaluable experience from the private sector into the third sector and has helped to empower them to be more effective.



Muhammed Yesilhark

Muhammed is an investor and philanthropist. He is currently the Founder and Chief Investment Officer of Q2Q Capital, a Dubai based firm. Until April 2016, Muhammed was the Head of European Equities at Carmignac, one of Europe's leading asset managers. Muhammed started his career as an analyst and was trained in corporate finance and equity capital markets. He studied Finance and Management at the European School of Business and attained a first-class honours degree jointly from Reutlingen University of Applied Science in Germany and Lancaster University in the UK.

About the Chief Executive

Iqbal Nasim, MBE

Iqbal has led National Zakat Foundation since November 2011, a few months after its inception and launch. Prior to joining NZF, Iqbal worked for over five years in the investment banking industry as an equity research analyst in London. Iqbal believes passionately in the transformational potential of Zakat when it is properly institutionalised. He has spoken extensively about Zakat and NZF across the UK and has also presented to international audiences, notably at the Global Donors Forum, convened by the World Congress of Muslim Philanthropists, and the World Islamic Economic Forum. Iqbal holds an MA in Economics and Management from Cambridge University, where he was President of the Islamic Society, and an MSc in Voluntary Sector Management from Cass Business School.

About Governance

Lucy Bushill-Matthews

Lucy is Director of Operations at the National Zakat Foundation and has been responsible for Governance and Finance at NZF since September 2018, supporting the Chief Executive and the Trustees. She has been Deputy Chair of Trustees of Linkable, a UK charity, has spent 10 years in International Development in strategy, programmes and marketing and has 10 years of experience working on economic analysis within major multinational corporations. She is author of the book 'Welcome to Islam: A Convert's Tale', has given two TedX talks on faith and has been a regular columnist in lifestyle magazine Emel. Lucy holds an MA in Economics from Cambridge University and an MSc in Health Economics (Distinction). Lucy is a Chartered Management Accountant (ACMA).