

Advisor to National Zakat Foundation

Registered Charity 1153719 www.nzf.org.uk

About National Zakat Foundation (NZF)

NZF is working towards building a stronger UK Muslim community in the UK.

Since NZF began, well over 40,000 Muslims in need have been supported thanks to around £25m of Zakat given from givers within the UK. Over 12,000 Muslims in need were supported last year alone. Thanks to givers giving Zakat in the UK, we have many success stories to share.

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

Through NZF, Zakat givers support people to get their lives back on track and unlock their potential.

NZF makes it simple for Zakat givers to calculate their Zakat and to give to one of three funds:

1. **Hardship Relief Fund:** Help Muslims with urgent funds to cover basic essentials such as food and clothing.
1. **Housing Fund:** Help Muslims stay in safe and secure homes with help with rent arrears or basic furniture.
2. **Work and Education Fund:** Help strengthen the community by investing in educating and training to get Muslims back into work.

People in need apply to NZF. The NZF team check and verify their eligibility, and then make direct cash transfers to people in need.

The Story So Far

- 2013 NZF launches fully in the UK
- 2014 NZF launches four supported housing projects
- 2017 NZF co-ordinates Grenfell Muslim Response Unit
- 2018 Leadership development launched
- 2019 Digital transformation begins
- 2020 New giving platform launched.
- 2021 Launch of Zakat live and Zakatracker, tracking the impact of Zakat overall and for each giver. NZF helps more people than ever before.

How we're organised

There are several Committees and Advisory Groups:

- Finance and Audit Committee
- Risk Management Committee
- Services Advisory Groups
- Communication Advisory Group
- Technology Advisory Group

Management are organised into three teams:

- Services – responsible for Services to Givers and Recipients (Calculate, Give, Apply, Track and Customer Service). Advised and overseen by Services Working Group.
- Communications – responsible for communicating our service and raising funds. Advised and overseen by Communications Working Group.
- Operations – responsible for Finance, People, Governance, Risk Management, Technology. Advised and overseen by Finance and Audit Committee and Risk Management Committee.

Letter from Chair of the Board

Thank you for your interest in becoming an Advisor for National Zakat Foundation (NZF).

The role of Advisor is to support the Board of Trustees to provide strategic direction and appropriate support and challenge to the Senior Leadership Team, through sharing your energy, time and skills. Together, with our partners, advocates, and team, we can make a real difference.

We're looking forward to hearing from people who share our deep commitment to bringing Zakat to life, through directly supporting Muslims throughout the UK who experience financial hardship and through promoting the principles of Zakat. Since I started at National Zakat Foundation in 2013, it has been a privilege to see the incredible work that NZF does.

Your contribution can make a direct and tangible difference to people's lives, every day. As Trustees and Advisors, we can really make an impact, in both the short term and the longer term. We find this draws capable and ambitious people to become advisors to NZF's Board of Trustees. Many go on to become Trustees.

NZF is an organisation with great potential to help realise the vision of a thriving, closer faithbased community, and an excellent track record. We support thousands to change their lives for the better. The last two years have been extremely challenging for people across the UK. The number of people in unpredictable employment, holding down several jobs to make ends meet, and the impact of Covid lockdown and cost of living increases has led to an increased vulnerability of many in the Muslim communities. There are many evolving aspects of our work, from coping with the exponential demand for our help, to our innovative involvement in introducing open banking to streamline our grant-making capacity.

Many of our activities are about people helping people, an individual or a family at a time. This work is amplified by our developing partnerships with mosques, other charities and organisations working in local communities. A key future priority is deepening these partnerships, to embed the localisation of Zakat.

'How' we do things matters as much as 'what' we do. Our approach is infused with a sense of competent humility, facilitating and enabling colleagues, partners and those with experience of financial hardship to arrive at solutions that improve lives.

We have an organisational commitment to Equality, Diversity & Inclusion, embedded in values and behaviours that enhance our working culture. We are looking to cultivate a fully diverse and inclusive working environment, that not only hears the voices from a diverse team, but also includes voices from our diverse givers and recipients.

About our trustees

Information about our current board of trustees and senior leadership team can be found [here](#).

We are looking for the following Advisors:

Advisor	To support
Applicant Services Advisor	Applicant Services Advisory Group
Customer Services Advisor	Customer Services Advisory Group

Terms of appointment

Length of appointment: The first term for an Advisor is for one year. We will then mutually review.

Remuneration:

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

Advisor first:

- Advisors attend committees or working groups for at least two meetings.
- By mutual agreement, Advisors may go on to be Advisors to the Board for at least two Board meetings.
- By mutual agreement, and after a mutually agreed time, Advisors may go on to be Trustees.

Location: All meetings are currently held remotely.

Time commitment: Advisors to committees and Advisory Groups

The Finance and Audit Committee, Risk Management Committee and the Advisory groups each meet a minimum of twice a year for up to 90 mins each. This may involve several hours' work before each meeting. There may be other committees or Advisory groups in future.

There may be also specific projects to advise on. In this case, additional time will be needed and contact – more likely remote but could be in person - is likely to be needed.

Time commitment: Advisors to the Board and Trustees

The Board of Trustees and Advisors to the Board meet four times a year for around 3 hours a meeting. Trustees may take up to 3 hours before each Board meeting to read and comment on Board papers.

In addition to Board meetings, short forms of communication – usually electronic or by phone – will be necessary from time to time.

There will be occasional events where Trustees and Advisors will be invited to attend.

About the Advisor role

As an Advisor, you will work with the Chair and other Trustees and Advisors to shape the work of NZF.

It is likely you will start as an Advisor to a Board Committee or Advisory group.

The role of the Advisor to the Committee or Advisory group is to:

- Attend the relevant Committee or Advisory group on request;
- Advise and oversee relevant aspects of the Committee or Advisory group business;
- Provide specific expertise where the Advisor's knowledge will be invaluable in supporting our activities.

You may go on to be an Advisor to the Board.

The role of the Advisor to the Board is to:

- Attend Board meetings on request;
- Contribute to relevant aspects of Board business, governance, and strategic oversight;
- Provide specific expertise where the Advisor's knowledge will be invaluable in supporting our activities

You may then go on to be a Trustee.

Person specification for all Advisors

Criteria	Essential	Desirable
Minimum of five years of experience within your area of expertise, preferably at a senior level	X	
Application of your area of expertise to charitable/not for profit organisations		X
Experience of providing guidance for undertaking initiatives and improving processes in relation to your area of expertise.		X
Lived experience of being a zakat recipient (Applicant Services Advisory Group Specific)	X	

How to apply

To apply, please email Rizwana Mayat, Business Support Manager at rizwana@nzf.org with:

- A covering letter which:
 - specifies which Advisor role you would like to apply for
 - addresses the essential criteria for the specific Advisor role
 - tells us why you want to be an Advisor
 - explains what difference your contribution is likely to make to the work of NZF.
- An up-to-date record of your achievements.

Equal opportunities: We are an equal opportunities employer, and we aim to have a diverse mix of skills and backgrounds amongst the Advisors that can in turn better reflect the sector we work with. We would therefore welcome Advisors from all backgrounds, but specifically from ethnic minorities and people with a disability. We welcome applications from people who have personal experience of financial hardship.