

Advisor to National Zakat Foundation

Registered Charity 1153719 www.nzf.org.uk

We are looking for the following Advisors:

Advisor	To support
Brand, PR and communications	Communications Working Group
Digital Marketing	Communications Working Group
Change management	Services Working 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 working groups

The Finance and Audit Committee, Risk Management Committee and the two Working 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 working 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.

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 faith-based 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 National Zakat Foundation (NZF)

NZF is working towards a thriving, closer faith-based community.

NZF helps Muslims bring Zakat to life, right here in the UK. Through NZF, Zakat givers 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 givers to calculate the Zakat they owe and then to give their Zakat to one of three funds:

1. **Hardship Relief Fund:** Help Muslims get through difficult situations by giving them urgent funds to cover essentials such as food and clothing.
2. **Housing & Work Fund:** Help Muslims get back on their feet with affordable accommodation and the work skills to find a job and sustain themselves and their families.
3. **Education Fund:** Help strengthen the community by investing in educating and developing Muslim scholars and other community champions.

People in need apply to NZF. The NZF team carefully check and verify their eligibility, and then makes direct cash transfers to people in need in the UK who have applied to one of NZF's funds.

NZF tracks total Zakat given and distributed across the UK, and tracks every individual giver's Zakat, letting each giver know when the intended recipient receives their Zakat.

And NZF promotes the principles of Zakat.

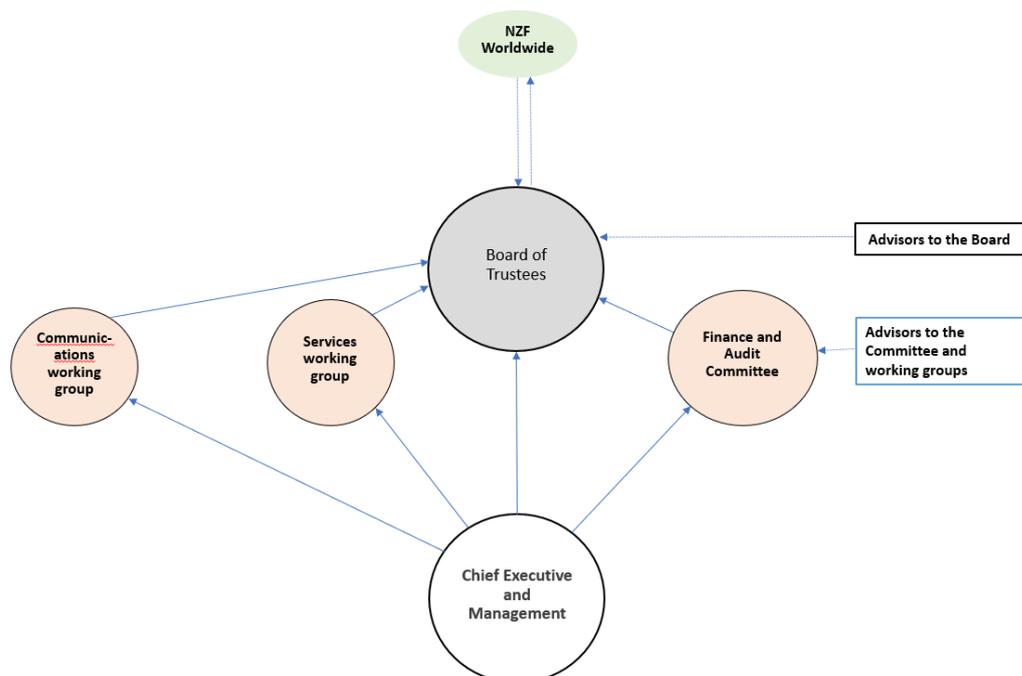
Since NZF began, well over 40,000 Muslims in need have been supported thanks to around £25m of Zakat given from givers within the UK. Over 12,000 Muslims in need were supported last year alone. Thanks to givers giving Zakat in the UK, we have many success stories to share.

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.

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 four Committees and Working Groups:

- Finance and Audit Committee
- Risk Management Committee
- Services Working Group
- Communications Working 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. Advised and overseen by Finance and Audit Committee and Risk Management Committee.

About our trustees

Sultan Choudhury, OBE (Chair)

Sultan Choudhury has 28 years of experience in professional and financial services (Deloitte, Charles Schwab and Barclays, Al Rayan Bank). Sultan played an instrumental role as part of the founding management team that obtained Western Europe's first authorised Islamic banking licence and was CEO for 8 years. Sultan raised the profile of Islamic banking in the UK through his engagement with relevant local, national and international communities, including grass roots engagement with mosques, Muslim community leaders, organisations and businesses across. Sultan is currently involved in a number of Islamic Finance and Social ventures in the UK and internationally. Sultan is a Chartered Accountant (FCA). He holds a BA (Hons) in Economics & Econometrics from the University of Nottingham and an MBA with distinction and Hon D.Sc. from Aston University.

Azim Kidwai

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.

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.

Anisa Hanif

Anisa is a corporate and commercial lawyer with ten years' experience in private practice – she specialises in complex, often cross-jurisdictional, business transformation projects, including operating model restructurings, establishment of new business organisations, mergers & acquisitions, joint ventures and advising on corporate governance matters, in both the profit and not-for-profit sectors and often in complex stakeholder environments.

Anisa studied Law at Oxford University before completing her training contract at Slaughter and May. She joined EY in 2015 and became a Director in the International Business Re-



organisations practice, which was awarded Tier 1 status in the Legal 500. Anisa is now Associate General Counsel (Alliances & Acquisitions) at McKinsey & Company.

About our Advisors

Saima Ashraf

Councillor Saima Ashraf has been Deputy Leader of Barking and Dagenham Council since 2014.

As Cabinet Member for Community Leadership and Engagement is responsible for with responsibility for empowering the community in the wake of the Covid pandemic. This includes tackling inequalities and engaging different faiths and communities.

In recognition of her long-standing work in the community, Councillor Ashraf won the Community Champion Award at the 2020 Local Government Information Unit (LGIU) awards.

Dr Shorful Islam

Dr Shorful Islam is the Founder of Subatomic Analytics, a data analytics consultancy. He is also the Chief Product & Data Officer at OutThink, the world's first predictive human risk management solution, and also serves as Chief Data Scientist for Tribal Worldwide leading its Data Science Practice.

He has worked at, and advised, some of the world's largest organisations on data strategy, data analytics and data science. His previous roles included, Managing Director and co-founder at Stream Intelligence (a Data Science Consultancy based in London and Jakarta), Managing Partner, Data and Insights, at Wunderman, Head of Data at adam&eve/DDB, and Head of Business Information and Customer Data Strategy at ITV. He has also worked across the NHS and local government

Dr Shorful started his career as a lecturer after completing his PhD in Psychology, his dissertation focusing on predicting accidental injuries in children.

About the Chief Executive

Dr Sohail Hanif

Dr Sohail became National Zakat Foundation's Chief Executive in November 2021. Prior to this, he held the position of BA Manager and Lecturer at Cambridge Muslim College. From 2015-17, he was NZF's Head of Research and Development and has also held the position of Head of Sciences at Qasid Arabic Institute in Amman.

He brings to the role expertise in Islamic law, having studied extensively with traditional scholars, and holds a PhD from Oxford University. His PhD thesis, which explores Islamic



legal epistemology, won the 2019 prize of the British Association for Islamic Studies. He has lectured widely on Islamic law and Qur'anic studies in academic, public and traditional settings.

In his new role, Dr Sohail succeeds Iqbal Nasim MBE, who led NZF from 2011-2021.

About the Advisor role

We are looking for the following Advisors:

Advisor	To support
Brand, PR and communications	Communications Working Group
Digital Marketing	Communications Working Group
Change management	Services Working Group

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 working group.

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

- Attend the relevant Committee or working group on request;
- Advise and oversee relevant aspects of the Committee or working 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

About you

It is essential that you can demonstrate:

- A minimum of three years of 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

- 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 trustees, the CEO and the Senior Leadership Team, where relevant.
- The ability to meet the required time commitment.

It is desirable that you can demonstrate:

- A minimum of three years of senior management experience
- Experience of operating as a trustee or advisor 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 your specific Advisor role

It is also essential that you can demonstrate:

- Minimum of five years of experience within your area of expertise, preferably at a senior level

It is also desirable that you can demonstrate:

- Application of your area of expertise to charitable/not for profit organisations
- Experience of providing guidance for undertaking initiatives and improving processes in relation to your area of expertise.

How to apply

To apply, please email Trustee Azim Kidwai azim@nzf.org.uk 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.