



## **Two Trustee opportunities**

**National Zakat Foundation (NZF) is looking for two trustees, one trustee with legal experience and one trustee with technology experience.**

### **About National Zakat Foundation (NZF)**

Registered Charity 1153719 [www.nzf.org.uk](http://www.nzf.org.uk)

NZF helps Muslims bring Zakat to life, right here in the UK. Our online network enables individual Zakat payers to give to Muslims in need nationwide. 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 for people to apply for and receive help. This brings Muslims together and creates a thriving, closer community.

Since NZF began, over 16,000 Muslims in need have been supported with UK Zakat funds, with over 6,200 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 givers and for Zakat recipients 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.

### **About the Trustee roles**

As a member of the Board, you will work with the Chair and other Trustees to set strategic direction and shape the work 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 Legal Trustee role**

In addition to the duties of all Trustees above, the Legal 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 the Technology Trustee role**

In addition to the duties of all Trustees above, the Technology trustee will be expected to:

- Advise on acquiring new technologies and commissioning outsourced projects.
- Advise on long-term strategic planning of NZF's digital transformation

### **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 Legal role**

It is also essential that you can demonstrate:

- Minimum of five years of legal experience, 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

### **For the Technology role**

It is also essential that you can demonstrate:

- Minimum of six years of experience in a technology role, preferably at a senior level

It is also desirable that you can demonstrate:

- Experience of leading digital transformation projects
- Experience of acquiring and commissioning new technologies
- Experience of product development

### **Terms of appointment**

Time commitment: The Board of Trustees meets 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 telephone – will be necessary from time to time. There may be sub-committees requiring work outside the Board meeting of several hours a quarter, and occasional events where Trustees will be invited to attend.

Location: Board meetings may be held in London or remotely.

Remuneration:

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

Length of appointment: The first term is for up to three years. Trustees may serve up to three terms, which can be extended under exceptional circumstances.

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 Chair of the Board, Azim Kidwai [azim@nzf.org.uk](mailto:azim@nzf.org.uk) 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.