



National Zakat
Foundation



JOIN OUR MISSION

Join us as **Head of Programmes** to shape our Zakat distribution's strategic vision and efficiency.

**Dear Prospective Candidate,
Assalamu Alaikum,**

I am delighted to welcome you to National Zakat Foundation's recruitment pack. Thank you for your interest in joining our team and for considering the possibility of contributing to the vital work we do at NZF.

At the heart of NZF are three key themes that guide everything we do: **Community, Knowledge, and Connectivity**. These themes are not just words—they are the pillars that support our mission and drive our daily activities.

Community lies at the core of our work. NZF was established to serve the UK's Muslim community by ensuring that Zakat is distributed locally, benefiting those most in need within our neighbourhoods. We believe that by supporting one another, we strengthen the bonds of brotherhood and sisterhood, creating a more resilient and compassionate society. As a member of our team, you will have the opportunity to work closely with the communities we serve, helping to build and sustain a support network that truly makes a difference.

Knowledge is essential in our mission to make Zakat work effectively for our community. We are committed to educating and informing both Zakat givers and recipients about the profound impact of Zakat. This commitment to knowledge extends to our internal culture as well. At NZF, we foster a learning environment where every team member is encouraged to grow, innovate, and contribute new ideas. Your expertise, insights, and continuous development are valued here, and we are eager to support you on your journey.

Connectivity is what enables us to fulfil our mission. In today's world, being connected means more than just staying in touch; it means building bridges between people, organisations, and ideas. NZF strives to connect those who give with those who need, creating a powerful network of support that spans across the UK. Our work depends on strong connections—within our team, with our partners, and with the communities we serve.

By joining NZF, you will become part of a network dedicated to creating positive change through collaboration and shared purpose.

As you explore this recruitment pack, I hope you gain a clear sense of our impact and the values we uphold. NZF is more than just a place to work—it is a community of passionate individuals committed to making a difference. We are looking for people who share our vision and are ready to bring their skills, energy, and dedication to our team.

I invite you to consider how you can contribute to our mission and become part of our journey to transform lives through the power of Zakat. Together, we can continue building a future where every Zakat truly matters, strengthening our communities and making them more connected and knowledgeable.

Thank you once again for your interest in the National Zakat Foundation. I look forward to welcoming you to our team.

Warm regards,



Dr Sohail Hanif
Chief Executive, National Zakat Foundation

**WORKING TOWARDS A
STRONGER MUSLIM COMMUNITY**

ABOUT NZF



Introduction to National Zakat Foundation

Welcome to National Zakat Foundation (NZF), the leading Zakat institution in the UK dedicated to the local distribution of Zakat.

Since our founding in 2011, NZF has been at the forefront of empowering Muslims across the UK by ensuring that our Zakat reaches those who need it most within our local communities.

We believe that Zakat, one of the five pillars of Islam, has the power to transform lives and uplift communities when distributed effectively and responsibly.

Our mission is simple but profound: to make Zakat work for the UK's Muslim community. By collecting Zakat from those who are able to give and distributing it to those in need, NZF provides critical support to vulnerable individuals and families, providing relief and helping them to self-sufficiency.

Over the years, NZF has facilitated millions of pounds in Zakat distribution, directly impacting thousands of lives across the country.



Our History and Background

National Zakat Foundation was established in response to a pressing need within the UK's Muslim community: the need for a trustworthy, effective, and transparent mechanism to distribute Zakat locally.

Before NZF's establishment, much of the Zakat given by British Muslims was sent abroad, at times with little visibility into how it was used.

While international giving remains important, there was a growing recognition that significant needs existed within our own communities that were not being adequately addressed.

NZF was founded to fill this gap by creating a platform that allows Muslims in the UK to give Zakat locally, ensuring that their contributions are used to support those in need within their own neighbourhoods. Our approach is unique in that we focus solely on the UK, making sure that the Zakat impacts on those within your own community.

Over the past decade, NZF has grown rapidly, both in terms of the amount of Zakat we distribute and the impact we've had.

We've developed a robust distribution system, established strong partnerships with local organisations, and built a reputation for transparency and accountability.

Today, NZF is recognised as the leading Zakat institution in the UK, and we continue to innovate and expand our services to better serve our community.

Why Work with NZF?

Joining NZF is not just about having a job; it's about being part of a mission-driven organisation that is making a tangible difference in people's lives.

Here's why NZF is a great place to work:

Key Area	Quality
Purposeful Work	At NZF, you'll be part of a team that is dedicated to empowering and uplifting those in need. Every day, your work will contribute to meaningful change, helping to alleviate poverty and build stronger, more resilient communities.
Values-Driven Culture	Our work is guided by the principles of Islam, particularly the values of compassion, justice, and accountability. We strive to create a workplace that reflects these values, where every team member is respected, supported, and encouraged to grow both personally and professionally.
Innovation and Impact	NZF is a dynamic and forward-thinking organisation. We're always looking for new ways to increase our impact and improve our services. As part of our team, you'll have the opportunity to contribute ideas, take on new challenges, and help shape the future of Zakat distribution in the UK.
Learning and Development	We are committed to the ongoing development of our staff. Working with NZF means having access to a range of learning opportunities, from formal training programs to hands-on experience in a fast-paced, impactful environment.
Supportive Environment	At NZF, we believe in the importance of work-life balance and strive to create a supportive environment where our employees can thrive. We offer flexible working arrangements and a range of benefits designed to support your well-being.
Community Engagement	Working with NZF gives you the chance to give back to our communities. Whether through outreach programs, events, or direct service delivery, you'll have the opportunity to see firsthand the impact of your work and build connections with the people whose lives you're helping to improve.

The impact of our work

The impact of NZF's work can be seen in the lives of those we serve.

From helping individuals escape the cycle of poverty and get back into work, to supporting refugees and asylum seekers, from assisting single mothers to providing emergency relief in times of crisis, NZF's work touches thousands of lives each year.

Our rigorous application process ensures that Zakat reaches those who are most in need, providing relief and helping people achieve longer term stability.

Our commitment to transparency means that donors can see exactly how their Zakat is being used and the difference it's making.

This trust is at the heart of what we do and is one of the reasons why so many people choose to give their Zakat through NZF.

Join us in making a difference

If you're passionate about social justice, committed to helping those in need, and eager to work in an environment that values innovation, integrity, and impact, then NZF is the place for you.

We're looking for talented and motivated individuals to join our team and help us continue to grow our reach and deepen our impact.

As part of NZF, you'll be joining a community of like-minded individuals who are dedicated to making a difference. You'll have the opportunity to work on projects that matter, contribute to a cause you believe in, and be part of a team that is changing lives.

We look forward to receiving your application and hopefully welcoming you to the NZF family.

Thank you for your interest in working with the National Zakat Foundation. Together, we can make a difference!



**Thank you for your interest in working with NZF.
Together, we can make a difference.**

JOB DESCRIPTION



Head of Programmes

Overview

As the Head of Programmes at NZF, you will play a pivotal role in steering the strategic vision and operational efficiency of our Zakat distribution initiatives.

This role involves direct management of the Community Zakat Programmes, Empowerment Programmes, and Hardship Relief Programmes, ensuring they deliver maximum impact for beneficiaries and community partners.

Reports to: Director of Operations

Direct reports: Empowerment Programme Manager, CSG
Programme Manager and Applicant Services Manager

Location: Flexible (London for NZF meetings)

Pay Salary: £45K starting salary (Pay band £42k - £48K) per annum depending on experience

Term: Permanent / Full time

About NZF

National Zakat Foundation (NZF) gives Muslims in the UK a way to bring their Zakat to life. With over ten years' experience in collecting and distributing Zakat in the UK, NZF seeks to develop a seamless and simple experience for givers and recipients and build scalable services which are ready for NZF's ambitious plans for growth.

We adhere to the principles of Zakat, ensuring that funds are managed with the utmost integrity and efficiency to maximise their benefit, and comply with UK GAAP and Charity Commission rules and Islamic financial principles.

How this post supports NZF's vision and mission?

The Head of Programmes will lead and oversee the execution of these three core Zakat distribution programmes, ensuring each programme meets its objectives and key performance indicators. This role requires strong project management skills to coordinate and drive the successful delivery of each area.

A key aspect of this role is people management. You will manage a large team, including the Community Zakat Programmes Manager, the Empowerment Programmes Manager, and the Application Services Manager. You will foster a collaborative and high-performing team environment, setting individual goals, conducting regular performance reviews, and ensuring alignment with the overarching strategic direction of NZF.

Regular team meetings and daily check-ins will be a staple of your approach, fostering effective communication and collaboration across the team. Beyond day-to-day operations, you will be instrumental in managing risk within the department, proactively identifying and mitigating potential risks to ensure the resilience of our programmes. Moreover, you will cultivate a culture of continuous improvement and learning within the department, ensuring that our service delivery and operations are consistently advancing to better serve our beneficiaries.

Collaboration is essential, both within the organisation and with external advisors, including Shariah Advisors. You will actively seek feedback from applicants and community partners to inform ongoing improvements and ensure our services are responsive to the needs of the community. Additionally, you will work in tandem with the Head of Technology to integrate innovative technological solutions that enhance programme design and solve complex issues, thereby improving service delivery and efficiency.

Innovation and problem-solving are at the heart of this role. You will work closely with the Director of Operations and other executive leaders to implement strategic initiatives that resonate with NZF's mission. By leveraging data analysis, reporting, and insights, you will ensure that our programmes are continually refined and improved to maximise their impact.

In essence, the Head of Operational Programmes is the linchpin that ensures the effective orchestration of NZF's critical programmes. This role navigates the intersection of service, delivery, team management, and risk mitigation.

Responsibilities

Strategic Vision and Leadership

- Provide leadership, coaching, support and direction to the Programmes team, ensuring alignment with the overarching strategic vision of NZF, fostering a collaborative and high-performing work environment.
- Support the Director of Operations in implementing strategic initiatives and driving innovation within the Programmes team, with a strong focus on technology-driven solutions and innovation.
- Drive data analysis, reporting, and insights to actively support and contribute to the strategic direction of the organisation.

Programme Oversight

- Manage and oversee the Community Zakat Programmes Manager, the Empowerment Programmes Manager, and the Application Services Manager.
- Translate NZF's mission into impactful outcomes through effective leadership and guidance.
- Provide timely updates on programme status, risks, and emerging issues to the Director of Operations.

Service Design and Improvement

- Lead the design, delivery, and continuous refinement of Zakat programmes to maximise impact for direct applicants and community partners.
- Collaborate closely with internal team members, executive leadership, and external advisors, including Shariah Advisors, to ensure effective service design.
- Foster an iterative approach, actively seeking feedback from applicants and community partners for ongoing service improvements.
- With a focus on programme quality look to implement sector initiatives such as the Core Humanitarian Standards within our programmes
- Build and maintain strong relationships with external stakeholders, including community leaders and partner organisation for delivery of programmes.
- Develop and track KPI's to measure success and impact of the programmes, making data driven decisions

Team Management

- Conduct regular team meetings and daily check-ins to foster effective communication
- Establish individual goals for team members aligned with the overarching strategy.
- Facilitate regular performance reviews to ensure continuous alignment with strategic goals.

Risk Management

- Manage risk mitigation meetings within the department, proactively identifying and mitigating potential risks to ensure programme resilience.
- Implement strategies to safeguard the successful delivery of programmes, contributing to the overall risk management framework.

Learning Process and Continuous Improvement

- Foster an effective learning process throughout the department, promoting a culture of continuous improvement in service delivery and operations.
- Actively contribute to the identification and implementation of best practices within the Programmes team

Approach

- Comply with relevant legislation and regulation ensuring that good practice is observed
- Understand and support the vision mission and aims of NZF
- Adhere to champion NZF's Policy and practice on safeguarding
- Ensure the approach is coordinated with key stakeholders across the organisation
- Undertake any other duties requested by the line manager to commensurate with the role

Person specification

Knowledge, skills, qualifications, experience and behaviours required to achieve role's objectives:

Criteria	Essential (E) or Desirable (D)
Knowledge and Skills:	
An understanding of Zakat within the context of the five pillars of Islam	E
Ability to identify system and process improvements	E

Ability to manage a team remotely	E
Ability to drive and manage change	E
Strong Stakeholder management skills	E
Strong Data insights skills	E
Excellent verbal and written communications skills	E
Experience in using technology to design programs and solve issues	E
Knowledge of the Domestic Civil Society Sector	E

Criteria	Essential (E) or Desirable (D)
Knowledge of measuring social impact	D
Knowledge of UK welfare and asylum sectors	D
Qualifications and Experience:	
6 years' experience in service design and delivery roles	E
4 years experience of people management	E
Educated to a degree level 2:1 or higher	E
Experience of working within the Muslim Community infrastructure (Mosques, Charities)	E
Experience of Project Management	E
Experience of implementing Policy and Process	D
Experience of Grant Management	D

Behaviours:	
Proactive and self-motivated	E
Confident and assertive when dealing with difficult situations	E
Ability to inspire and lead staff	E
Innovative mindset with a proactive approach to integrating technology into service delivery	E
Committed to enhance the mission of the organisation	E
Committed to high professional standards and integrity	E
Ability to work both collaboratively and independently	E

Physical Environment and Demands:

As NZF undergoes a process of digital transformation, this role will primarily be remote working with no more than one day a week in the London area for weekly meetings in-person.

Applicants must have the right to work in the UK and be a resident.

+ How to apply

Send a cover letter with a CV by email to **Shakil Sidat, Director of Operations** at recruitment@nzf.org.uk.

The cover letter must show why you are a suitable candidate, demonstrating any relevant knowledge and skills, experience and behaviours that match the requirements for the post.

The cover letter should not exceed 2 sides of A4 and should include the names, job titles, email addresses and phone numbers of two referees (we would only follow these up after a successful interview.)

The deadline for applying to this role is September 27th 2024

If you are shortlisted, you will be given a few days to complete a pre-interview assessment. Interviews will commence shortly after.

Note: an application for a DBS certificate will be submitted in the event of the individual being offered the position. A copy of the Charity's 'Hiring policy -ex offenders' is available on request.



**National Zakat
Foundation**

National Zakat Foundation (NZF) is a registered charity in England and Wales (1153719)