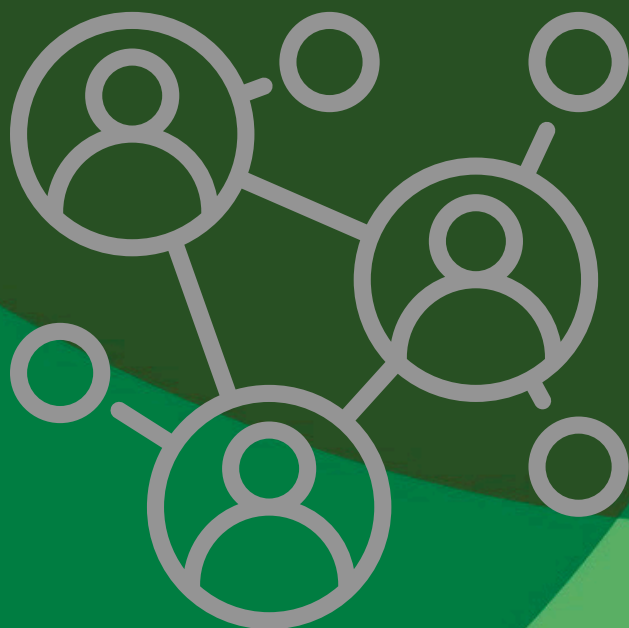




National Zakat
Foundation

Do you want to shape the people culture of one of the UK's most important community institutions?

We are seeking a **Head of People** to lead our people strategy, strengthen our organisational culture, and ensure staff feel valued, supported and empowered to deliver meaningful impact.



FTC

Hybrid

£43 – 51K



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: **Mobilisation, Knowledge, and Connectivity**. These themes are not just words—they are the pillars that support our mission and drive our daily activities.

Mobilisation The national Zakat system runs on people feeling responsible for their own communities and empowered to offer support. This unleashing of community-based activism is what will give the growth and reach required to fulfil this vision. We are currently developing pathways for people who wish to support their communities through education, Zakat collection and distribution, and/or fundraising. Creating a movement for social welfare is at the heart of mobilisation, and mobilisation is at the heart of creating the system we must build together

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.

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.

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 People

Overview

The Head of People will lead NZF's people strategy, ensuring our organisation remains a positive, inclusive and high-performing place to work. This role is responsible for shaping a values-driven culture rooted in NZF's faith-aligned mission, while delivering effective people operations across recruitment, performance, wellbeing, learning and development, and compliance.

The postholder will advise senior leadership, strengthen organisational capability, and embed best practice in all people processes—helping staff feel supported, empowered and connected to the impact of Zakat across the UK.

Reports to: Director of Finance and Governance

Location: Hybrid (London for NZF meetings 2-4 times per month) **Salary:** £43,000 - £51,000 p.a.

Term: Full-Time and Fixed Term (24 months with a view to going permanent)

About NZF

National Zakat Foundation (NZF) gives Muslims around the UK a way to bring their Zakat to life. It is the only organisation with a nationwide reach that helps Muslims calculate and give Zakat or apply for Zakat.

This is an exciting time to join NZF. With 15 years' experience in collecting and distributing Zakat in the UK, NZF seeks to help as many people in need as possible with an experience that makes them feel valued members of the Muslim community.

How this post supports NZF's vision and mission

NZF has a dedicated staff team of around 35 people. The purpose of this role is to provide a responsive, solutions-focused and supportive HR service to heads and managers across the charity, while working alongside, advising and supporting the Executive Committee to develop and deliver a robust HR strategy. The postholder will embed best practice in all people-related areas and continue to nurture a positive, inclusive and high-performing culture that is deeply aligned with NZF's faith-driven vision and mission. This role will be central to ensuring that NZF remains a place where employees feel valued, supported and empowered to achieving excellence in serving the Muslim community.

This position would suit an experienced HR leader seeking to create great impact as part of a purpose led charity. The ideal candidate will bring experience from progressive charities or value driven environments, demonstrating the ability to balance strategic thinking with operational delivery. They will be adept at developing HR strategies that strengthen performance, wellbeing and inclusion, while maintaining compliance and integrity across all HR functions. With a courageous and forward-thinking approach, the individual will embrace the opportunities and challenges of promoting a values-based, high-impact culture that reflects NZF's commitment to its internal and external stakeholders.

Typical Accountabilities of Position:

Overall: This role combines corporate sales, partnership development and strategic packaging of NZF's work for donor investment. It requires a deep understanding of NZF's work, systems and objectives. The postholder will lead on designing and promoting products that enable supporters, donors, and institutional partners to participate in NZF's mission in meaningful and financially impactful ways.

Strategic HR Leadership

- Develop, implement and oversee the delivery of NZF's HR strategy to ensure alignment with organisational priorities, vision, and mission.

- Provide expert HR advice and guidance to the Executive Committee and management team, supporting decision-making and long-term workforce planning.
- Champion a values-led, faith-driven culture that promotes fairness, inclusion, accountability, and excellence across all teams.
- Lead initiatives to strengthen employee engagement, wellbeing, and performance, ensuring staff feel connected to NZF's purpose and Islamic ethos.

HR Operations and Employee Relations

- Oversee the effective management of all HR, Learning and Development and Payroll operations including recruitment, onboarding, performance management, employee relations, and offboarding.
- Ensure the development of fair and consistent application of HR policies and procedures in line with employment legislation and best practice.
- Provide professional and solutions-focused support to managers in resolving complex HR issues, encouraging positive working relationships throughout the organisation.
- Develop and maintain accurate HR systems, data, and reporting to inform Executive Committee decisions and monitor key HR metrics.

Learning and Development

- Design and implement learning development strategies to build leadership capability and ensure succession planning across key roles.
- Promote a culture of continuous learning through effective performance management, training programmes, and staff development initiatives.
- Lead on equality, diversity, and inclusion (EDI) strategies, ensuring NZF remains a welcoming and empowering environment for all employees.
- Work collaboratively with managers to identify workforce needs and develop targeted interventions to improve team and individual performance.

Compliance and Payroll

- Ensure full compliance with employment law.
- Regularly review and update HR policies, procedures, and contracts to ensure legal compliance and alignment with NZF's values.
- Oversee payroll processes, ensuring accuracy, confidentiality, and adherence to HMRC and pension regulations.
- Manage HR-related risks and support internal governance processes, including reporting for relevant committees.
- Support the safeguarding culture of NZF, ensuring HR practices contribute to a safe and respectful workplace.

Approach

- Comply with relevant employment legislation and ensure good HR practice is consistently applied.
- Understand and actively support the vision, mission, and aims of NZF, ensuring all people practices are faith-aligned and community-centred.
- Champion NZF's policies on safeguarding, equality, and inclusion.
- Work collaboratively and in coordination with stakeholders across the organisation to deliver HR priorities.
- Undertake any other duties requested by the line manager commensurate with the scope and level of the role.

Relationships and Stakeholders:

- Executive Team, Trustees, and managers across the organisation.
- All NZF employees and volunteers.
- External partners including HR consultants, legal advisors, training providers, and regulatory bodies.

Why work with NZF ?

- Flexible working
- Enhanced Maternity / Paternity pay
- Ethical pension
- Health cash plan (Medicash)
- Days off for religious holidays

Person specification

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

Knowledge and Skills	Essential (E) and /
An understanding of Zakat within the context of the five pillars of Islam.	E
Excellent written and verbal communication skills. Ability to communicate effectively to a diverse audience.	E
High level of diligence and attention to detail.	E
Adaptability to learn about and develop new areas of work.	E
Ability to manage multiple priorities, while delivering to a high standard.	E
Knowledge of charity legislative, regulatory and governance landscape.	D

Qualifications and Experience	Essential (E) and / Desirable (D)
Significant senior HR leadership experience, ideally within a progressive or values-driven charity or not-for-profit organisation.	E
Professional HR qualification – CIPD Level 7 and Minimum Associate Level Membership.	E
Demonstrable experience of developing and implementing HR strategy, policies, and procedures.	E
Strong understanding of UK employment law, payroll management, and compliance.	E
Experience of leading organisational development, performance management, and talent initiatives.	E
Experience of embedding equality, diversity, and inclusion in organisational culture and HR practices.	E

Behaviours	Essential (E) and / Desirable (D)
Proactive and self-motivated.	E
Committed to maintain and enhance the mission and ethos of the organisation.	E
Committed to very high professional standards and integrity, including confidentiality.	E
Ability to work both collaboratively and independently.	E

Physical Environment and Demands

This role will primarily be on a remote working basis. It may require up to 4 internal in-person meeting days per month in the London area; It may also require occasional working outside of normal working hours, to connect with supporters.

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

+ How to apply

Please send a cover letter with a CV by email to Rizwana Mayat, Business Support Manager at rizwana@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.

Applications close – Friday 16th January 2026.

Interviews expected – Week Beginning 19th January 2026.

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