National Zakat Foundation

Join our Mission

Join us as a Housing Programme Senior Officer and help tackle housing insecurity for Muslims in the local communities across the UK.

Deliver meaningful change by coordinating support that is compassionate, Zakat-compliant, and rooted in community partnership.

FTC

£27,675- £30,750

HYBRID

About NZF

National Zakat Foundation

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

FACT SHEET

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!

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Job Description

JOB DESCRIPTION

Housing Programme Senior Officer

Overview

The Housing Programme Senior Officer will lead delivery of NZF's pioneering Housing Partnerships Programme (HPP) pilot, designed to achieve deeper and more sustainable outcomes for Muslims experiencing housing insecurity.

The role combines strategic programme coordination with frontline grant administration – managing high-level partnerships, maintaining accurate reporting, and ensuring applicants receive empathetic and efficient support.

As a key ambassador for NZF, the post-holder will uphold Sharia compliance, strengthen community collaboration, and demonstrate the real-world impact of Zakat across the UK.

Reports to: Head of Programmes
Location: Hybrid (London for NZF In-Person Meeting once per month)
Salary: £27,675 - £30,950 p.a. (dependent on experience)
Term: Full Time and Fixed Term Contract (12 months, potential for 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 over ten 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

The Housing Programme Senior Officer will be responsible for leading the implementation of NZF's innovative Zakat Housing Partnerships Programme (HPP) pilot. This role is central to delivering deeper, more sustainable outcomes for Muslims facing housing insecurity. It directly supports NZF's strategic objective to enhance coordination with key partners and showcase the tangible impact of Zakat in the UK. By developing a new, partnership-based model for HOIC support, the post-holder will be at the forefront of NZF's goals, ensuring Zakat is a powerful tool for positive social change. The Senior Officer will not only manage the programme's high-level partnerships and reporting but also provide the direct, empathetic frontline support for processing applications and distributing grants. This hybrid function is critical: it ensures the pilot is delivered with excellence, Shariah compliance, and accountability, while also making applicants feel valued. The post-holder will act as a key ambassador for NZF, managing relationships with external partners, local authorities, and the individuals we serve.

Typical Accountabilities of Position

Programme Management & Delivery:

- Oversee the day-to-day management of the HPP pilot, ensuring all milestones are met according to the project timeline.
- Implement the programme's monitoring and evaluation framework from its launch.
- Maintain accurate data and statistics on the programme's impact, preparing clear and concise progress reports for internal stakeholders.
- Contribute to the final pilot evaluation to inform strategic decisions on scaling the model.

Application Processing & Grant Administration:

- Carry out first-line checks on applications for the HPP pilot, ensuring document completeness and initial eligibility.

- Conduct full assessments on complete applications to determine eligibility for housing grants, in line with agreed policies.
- Issue housing grants and support packages in accordance with the pilot's Zakat-compliant procedures.
- Act as a key point of contact for applicants, providing an empathetic, non-judgemental, and efficient service.
- Signpost applicants to partner organisations or other relevant sources of help where appropriate.

Partnership & Stakeholder Management:

- Act as the primary point of contact for 2–3 partner housing organisations, from identification and due diligence through to establishing MoUs and managing the ongoing relationship.
- Establish and enhance cooperative relationships with local service providers, community groups, and other key stakeholders, particularly in the pilot locations.
- Participate in public outreach and educational programmes to promote the programme's objectives and advocate for greater support for housing initiatives.

Compliance & Financial Oversight:

- Manage the pilot budget of approximately £140,000, ensuring all spending is Zakat-compliant and properly documented.
- Process and verify partner invoices for applicant support packages and administrative time.
- Uphold NZF's Shariah, safeguarding, and data privacy principles throughout the pilot, ensuring partners are vetted and trained appropriately.
- Work closely with internal teams (Grant Officers, Tech, Comms) to ensure the pilot is integrated with existing workflows.

Approach:

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

Relationships and Stakeholders:

- **Internal:** Head of Programmes, Grant Officers, Tech, Communications and other staff across the organisation.
- **External:** Partner housing organisations, local service providers, and community groups.

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 / Desirable (D)
Strong understanding of Zakat models and distribution principles (Training is provided and lived experience is welcomed)	D
Excellent written and verbal communication skills. Ability to communicate effectively to a diverse audience.	E
Proven ability to build and maintain strong, cooperative relationships with diverse agencies and community groups.	E
Experience in managing budgets and project timelines effectively.	E
Ability to work effectively in a remote setting, while coordinating partnerships and services.	E
Familiarity with UK poverty/welfare sector	D

Qualifications and Experience	Essential (E) and / Desirable (D)
At least three years of experience in programme coordination or project management.	E
Experience in grants administration or application case management is essential.	E
A bachelor's degree in a related field, or equivalent professional experience.	E
Experience in housing, homelessness services, or a related support services field is highly desirable.	D

Behaviours	Essential (E) and / Desirable (D)
A demonstrable passion for the non-profit sector and NZF's mission.	E
Encourages innovation and continuous improvement" (less perfection-biased, more growth mindset	E
Maintain the requirement but balance with leadership & analytical strengths	E
Committed to very high professional standards and integrity, including confidentiality	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 Hiba Almhamad, Head of Programmes 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.

Applications close – rolling basis

Interviews expected – rolling basis .

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