



National Zakat  
Foundation

# Do you want to help elevate Zakat as a powerful force for community transformation ?

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We are seeking a **Head of Quality & Impact** to ensure Zakat is delivered to the highest standards, strengthen monitoring and evaluation, and clearly demonstrate the difference it makes for Muslims in need across the UK.



FTC

Hybrid

£42 - 50K



**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
<b>Purposeful Work</b>	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.
<b>Values-Driven Culture</b>	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.
<b>Innovation and Impact</b>	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.
<b>Learning and Development</b>	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.
<b>Supportive Environment</b>	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.
<b>Community Engagement</b>	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



## JOB DESCRIPTION

# Head of Quality and Impact

### Overview

The Head of Quality & Impact will play a pivotal role in strengthening NZF's ability to support Muslims in need across the UK through the power of Zakat. The post-holder will lead the development and implementation of NZF's evaluation framework, ensuring that all programmes are consistently delivering meaningful outcomes and improving through evidence-based learning.

They will oversee quality assurance across Zakat grant distribution, ensuring delivery is compliant with both secular operational requirements and Sharia principles. By generating actionable insights, clear metrics, and compelling impact reporting, the role will enable NZF to demonstrate value for money, inform strategic decision-making, and reinforce trust in Zakat as a system that benefits the Muslim community nationwide.

**Reports to:** Director of Operations

**Location:** Hybrid (Attend London Office for NZF meetings, held once per week)

**Salary:** £42,000 - £50,000 p.a.

**Term:** Full-Time and Fixed Term Contract (24 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 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

The Head of Quality & Impact plays a central role in delivering NZF's strategy by ensuring that our programmes are not only implemented effectively but are also continuously improved through rigorous evaluation, quality assurance, and evidence of impact.

The post-holder will be responsible for building and implementing an organisation-wide evaluation framework, carrying out programme evaluations themselves and commissioning external evaluations where required. They will ensure NZF can clearly demonstrate the effectiveness, value for money, and wider impact of our work, both internally for decision-making and externally for donors and the wider community.

The role also includes line management of the Quality Assurance Officer, ensuring that grant distribution is delivered in full compliance with NZF's Standard Operating Procedures and meets both secular [SHI] operational and Sharia requirements. By generating high-quality evidence, insights, and reporting, the Head of Quality & Impact will support NZF to strengthen its programmes, enhance oversight, and reinforce the credibility and trust in Zakat as a system that benefits Muslims in need across the UK.

### Typical responsibilities of position:

#### Evaluation & Assessment

- Design and implement ROI and Value-For-Money models to demonstrate the social and community returns of Zakat distribution.
- Develop and implement an evaluation framework covering all NZF programmes and cross-cutting initiatives.
- Lead internal evaluations using both quantitative and qualitative methods.
- Commission and manage external consultants for independent or large-scale evaluations, ensuring outputs meet NZF's learning and accountability needs.
- Produce clear and actionable evaluation reports for internal and external audiences.



## Quality Assurance

- Line-manage the Quality Assurance Officer and oversee the cycle of sample audits on grant distribution.
- Ensure programme delivery complies with Standard Operating Procedures from both a secular operational and Sharia perspective.
- Identify weaknesses or risks from audits and work with programme teams to embed improvements.

## Monitoring and Metrics

- Work with programme managers and project leads to develop monitoring tools, metrics, and training to capture meaningful programme data.
- Ensure monitoring metrics align with organisational objectives and can feed into dashboards for trustees and leadership.
- Provide support and guidance to programme teams in embedding monitoring practices.

## Insights and Reporting

- Work with the Communications team to translate evaluation findings into accessible impact reports and donor materials.
- Support on the production of NZF's Annual Impact Report and contribute evidence to trustee papers, donor reports, and public communications.
- Ensure evaluation and monitoring findings directly inform programme development and organisational strategy.

## Approach:

- Act as a supportive partner to programme teams, fostering a culture of reflection and improvement rather than compliance alone.
- 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.
- Undertake any other duties requested by the line manager commensurate with the role.

## Relationships and Stakeholders:

- **Internal:** Director of Operations, Programme Managers, QA Officer, Executive Team, Communications team, and other staff across the organisation.
- **External:** Consultants, auditors, and evaluation partners.

## 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	D
Excellent written and verbal communication skills. Ability to communicate effectively to a diverse audience.	E
Demonstrable experience in cash transfer programming	E
Skilled in both quantitative and qualitative evaluation methods	E
Ability to build credibility and effective working relationships across teams	E
Familiarity with UK poverty/welfare sector	D

Qualifications and Experience	Essential (E) and / Desirable (D)
Significant experience in monitoring, evaluation, and quality assurance	E
Experience of producing impact reports for donors, trustees, or public audiences	E
Relevant academic or professional qualification in evaluation, social policy, international development, or related field	E

Behaviours	Essential (E) and / Desirable (D)
Proactive and supportive, acting as an enabler for programme teams	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
Analytical and evidence-driven	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 Shakil Sidat, Director of Operations at [recruitment@nzf.org.uk](mailto: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 – Friday 9<sup>th</sup> January 2026.**

**Interviews expected** – Week Beginning 19<sup>th</sup> 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.

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