

## Job Description

<b>Position</b>	Community Zakat Development Manager
<b>Reports to</b>	Head of Programmes
<b>Department</b>	Operations
<b>Location</b>	Remote (travel required for site visits)
<b>Pay</b>	Manager Level 2 - £30,000 - £35,000
<b>Term</b>	Fixed Term - 24 months (with a view to go permanent)
<b>Start date</b>	ASAP

### About NZF

National Zakat Foundation (NZF) provides Muslims in the UK ways to bring their Zakat to life. We are the only organisation with a nationwide reach that helps Muslims calculate and give Zakat to those who should be receiving it. Together, we help get lives back on track and unlock the potential of those constrained by their financial circumstances. Together, we can create a thriving, closer community.

Over the last decade, NZF has developed a unique model of localised Zakat distribution — ensuring funds given in the UK support those in need within the UK. Our work is now expanding to strengthen and grow our network of Community Zakat Partners, enabling more people to access Zakat locally while building stronger, self-sustaining Muslim communities across the country.

### How this post supports NZF's vision and mission

As the Community Zakat Programme Manager, you will play a leading role in building and sustaining NZF's national network of Community Zakat Partners (CZPs). The role is central to realising NZF's vision of a structured, localised Zakat system in the UK.

The post-holder will lead on developing and managing relationships with community-based organisations that act as Zakat delivery partners. This includes identifying new partners, supporting their onboarding, overseeing due diligence, and maintaining ongoing governance and accountability relationships. The role will ensure that each partnership is effective, compliant, and aligned with NZF's mission and values.

The Community Zakat Programme Manager will act as NZF's primary representative to partners, building strong, trust-based and values-led relationships, ensuring partners feel supported, respected and treated as collaborators in a shared mission, while also ensuring that each partnership contributes to NZF's national strategy.

### Typical Responsibilities of position

#### Partnership Development and Relationship Management

- Identify, engage and assess potential Community Zakat Partners across the UK, with a focus on organisations rooted in and trusted by their local communities.
- Lead the onboarding process for new partners, ensuring alignment with NZF's purpose, values, standards and policies.
- Build and maintain strong, trust-based and collaborative relationships with all approved partners, ensuring they feel supported, valued and treated as active collaborators in a shared mission rather than solely as delivery agents.
- Act as NZF's primary and consistent point of contact for partners, providing timely guidance, problem-solving support and clear communication.
- Manage ongoing partnership relationships, maintaining regular contact and acting as NZF's key liaison point.
- Facilitate partnership reviews and renewal processes in line with NZF's governance framework, taking a supportive and developmental approach where improvement is required.
- Support partners in understanding and applying Zakat principles, NZF's operational requirements, and good practice standards.

- Identify development needs and capacity gaps across the partner network (e.g. governance, safeguarding, finance, data, Zakat practice).
- Coordinate and support partner development activities, including training, guidance, peer learning opportunities and signposting to relevant resources.
- Proactively gather feedback from partners to inform continuous improvement of the Community Zakat Programme.
- Represent NZF externally at community, charity and sector events to promote the Community Zakat Programme and strengthen relationships.

### **Governance and Compliance**

- Ensure all partnership agreements are current, legally compliant and approved in line with NZF policies.
- Coordinate with the Quality Assurance Officer and Finance Team to ensure due diligence, audits, and monitoring are conducted.
- Track partner performance and compliance, while taking a supportive and developmental approach that helps partners meet NZF standards and continuously improve their practice.
- Escalate governance or compliance concerns promptly and ensure corrective actions are implemented.

### **Programme Oversight and Coordination**

- Maintain a clear overview of the CZP network — including partner capacity, funding levels, and geographic reach.
- Work closely with internal teams (Finance, Marketing, Quality Assurance, Applicant Services) to ensure smooth coordination and consistent standards across partners.
- Oversee reporting processes to capture outcomes, stories, and data from partners.
- Contribute to periodic impact reports and presentations for leadership, donors and stakeholders.
- Manage the Community Zakat Grants Officer to ensure accurate tracking and monitoring of grants issued through partners.

### **Strategic Development**

- Contribute to shaping the long-term vision for the Community Zakat Programme within NZF's strategy.
- Identify trends, opportunities and needs across the UK Muslim community relevant to Zakat delivery.
- Provide feedback and insight to the Head of Programmes and Director of Services to inform future programme design.
- Support the development of new tools, systems and resources to strengthen partnership engagement and reporting.

### **Line Management**

- Directly manage the Community Zakat Grants Officer, ensuring clear objectives, regular supervision, and professional development support.
- Foster a culture of collaboration, trust and accountability within the team.

### **Approach**

- Commit to NZF's fundamental values: to provide services that are efficient, empathetic and effective.
- Model NZF's values of integrity, transparency, and compassion in all external and internal relationships.
- Adhere to NZF's safeguarding, data protection, and compliance policies.
- Understand and actively support NZF's vision, mission, and aims.
- Work collaboratively across teams to ensure a coordinated approach to Zakat delivery and community engagement.

### **Relationships and Stakeholders**

#### **Internal**

- Head of Programmes
- Director of Services

- Quality Assurance Officer
- Finance Team
- Fundraising and Marketing Teams
- Applicant Services Team

**External**

- Community Zakat Partners (mosques, charities, community centres and other faith-based organisations)
- Local and regional community networks
- Partner leadership and governance bodies

**Why work with NZF?**

At NZF, you'll be part of a mission-driven organisation dedicated to supporting Muslims in need across the UK through the power of Zakat. We combine professional excellence with purpose, offering a supportive and flexible working environment. Benefits include:

- Flexible and hybrid working arrangements
- Ethical pension scheme
- Health cash plan (Medicash)

**Knowledge, Skills, Qualifications, Experience and Behaviours required to achieve role's objectives:**

<b>Knowledge and Skills:</b>	<b>Essential (E) / Desirable (D)</b>
Understanding of Zakat and its application within the UK context	D
Strong relationship-building and stakeholder management skills	E
Excellent communication and negotiation abilities	E
Experience managing partnerships, contracts or grant agreements	E
Knowledge of governance, compliance or due diligence frameworks	E
Ability to represent the organisation externally and engage diverse audiences	E
Ability to analyse partner performance and prepare clear reports	E
Competent in Microsoft Office and CRM systems (e.g., Dynamics 365)	D
Understanding of data protection, safeguarding, and charity governance	D

<b>Qualifications and Experience</b>	<b>Essential (E) / Desirable (D)</b>
Minimum three years' experience in partnership or stakeholder management roles	E
Experience in community development, charity sector, or local government engagement	E
Experience managing grants or funding relationships	E
Experience leading or supervising staff	E
Experience with faith-based or Muslim community organisations	E

<b>Behaviours</b>	<b>Essential (E) / Desirable (D)</b>
Professional, empathetic and non-judgemental.	E
Confident and diplomatic in managing complex relationships.	E
Able to balance organisational priorities with partner realities	E
Proactive, self-motivated, and capable of working independently.	E
Committed to NZF's mission to strengthen the Muslim community through Zakat.	E

How to apply

Send a cover letter with a CV by email to [recruitment@nzf.org.uk](mailto:recruitment@nzf.org.uk)

The cover letter must state 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 – 20<sup>th</sup> March 2026

Interviews expected – w/c 2<sup>nd</sup> April 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.