

TRUSTEE ROLE DESCRIPTION AND PERSON SPECIFICATION

Volunteer Type	Board Trustees
Length of Term	3-year commitment
Time commitment	<ul style="list-style-type: none"> • You will be required to attend four quarterly meetings annually. • You may be required to attend 4 additional Committee meetings annually. • Physical presence at meetings is ideal, but video conferencing is also available for those who are unable to attend in person. • You will be required to reply to email correspondence in a timely way. • We estimate that the above will take up, on average, approx. 4 hours per month
Remuneration	The role of Trustee does not have any financial remuneration; however, reasonable expenses for travel may be claimed
Location	Board meetings are usually held in London
Application Deadline	17 December 2023
<p>Purpose</p> <p>You will serve as a Trustee of Muslim Aid and as a Committee Member where required and agreed with you.</p> <p>You will support the organisation in ensuring its work is aligned to its values and strategic priorities, assessing risks and developing a culture of ownership, delivery and accountability.</p> <p>You will be a part of a Board, ensuring the organisation is financially viable, sustainable and can deliver its vision for the betterment of the beneficiaries we serve.</p>	
<p>Statutory Responsibilities</p> <ul style="list-style-type: none"> • Ensure that we pursue our objectives as defined in our governing documents. • Ensure that we use our resources exclusively and efficiently in the pursuance of our objectives. • Ensure that we comply with our governing documents, charity and company law, other relevant legislation and regulations, guidance issued by the Charity Commission and relevant regulators, and thereby protect our charitable status. • Ensure that our financial compliance commitments are met within set standards and timescales. 	

Principle Responsibilities

1. Give strategic direction to the charity, developing and setting overall strategy and policy, defining goals and setting targets and evaluating performance against agreed targets.
2. Work collaboratively with all trustees and the executive, supporting the delivery of our strategic priorities.
3. Ensure Muslim Aid's strategic priorities are financially appraised and budgets are aligned to both short-term and long-term objectives.
4. Support the Board's duty to ensure proper accounting records are kept; financial resources are controlled, invested and efficiently spent in line with governance, legal and regulatory requirements.
5. Ensuring compliance with legal, statutory and regulatory responsibilities.
6. Act as an ambassador for Muslim Aid, representing the charity at meetings and facilitating network and funding opportunities as these arise.
7. Take some responsibility for fundraising, whether that be through utilising your own network for funding opportunities or supporting fundraising activities.
8. Use professional expertise and experience to provide guidance and advice on the development, management and impact assessment of existing and new programmes and projects.
9. Use professional expertise and experience to provide guidance and advice on potential partnership opportunities to broaden our reach and increase our impact.
10. Review planning/budgeting processes in participation with the Board and constructively challenge where required.
11. Maintain oversight of the charity's fundraising.
12. Protect and manage the property of the charity.

Key Responsibilities

Finance & Audit Trustee:

13. Oversee financial controls, audit mechanisms, and reporting systems to ensure Muslim Aid's financial integrity and regulatory compliance and provide the Board with informed financial recommendations.

Strategy & Organisational Transformation Trustee:

14. Lead and guide the transformation and growth of Muslim Aid from a predominantly delivery-focused organisation to a primarily enabling one, developing and executing strategic plans to achieve this transformation.

Grassroots Activism Trustee:

15. Drive the development and delivery of initiatives through UK grassroots organisations, leveraging knowledge of community dynamics to address societal needs and promote social change.

Media & Communications Trustee:

16. Oversee and advise on media, public relations and communication strategies to effectively engage target audiences, shaping Muslim Aid's image and conveying messages to the public.

Fundraising & Income Generation Trustee:

17. Support fundraising efforts, including grant writing and donor relations, securing necessary resources for Muslim Aid's growth. Explore and apply innovative technologies like AI in the fundraising process to optimize income streams.

Other

18. Demonstrate a commitment to Muslim Aid's Equality and Diversity policy.
19. Safeguard Muslim Aid's good name and values.
20. Ensure that the charity's governance is of the highest possible standard.
21. Guard the long-term ability to advance the charity's objectives, holding its assets in trust for the benefit of current and future beneficiaries.
22. Determine the risk appetite and manage the organisation's risks (legal, financial and reputational).
23. Ensure all records are maintained and stored appropriately in line with organisational document management and IT policies.
24. Comply with all legal and regulatory requirements and internal policies and procedures.

PERSON SPECIFICATION

Experience	Essential	Desirable
Knowledge and experience of international humanitarian/emergency relief and development work.	x	
Strategic planning experience at senior level.	x	
Finance & Audit Trustee: Developing and managing financial controls and audit mechanisms, along with reporting systems. Presenting financial issues and solutions to the Board for informed decision-making.	x	
Strategy & Organisational Transformation Trustee: Transforming and growing a multinational charity, transitioning from a predominantly delivery-focused organisation to a primarily enabling organisation.	x	
UK Grassroots Activism Trustee: Developing and delivering initiatives through UK grassroots organisations, such as mosques, Muslim community organisations, and agencies serving societal needs.	x	
Media & Communications Trustee: Media, public relations, and communications expertise with insights into mainstream media operations and effectively engaging target audiences.	x	
Fundraising & Income Generation Trustee: proven track record of successful fundraising, grant writing, and donor relations to secure necessary resources for growth. Familiarity with leveraging new technologies in the fundraising process.	x	

Skills	Essential	Desirable
Strategic thinking and change management.	x	
Problem solving and conflict resolution.	x	
A strong network of contacts in relevant fields.	x	
Persuading and influencing.	x	
Sound independent judgement.	x	
Ability to think creatively.	x	
Ability to work as part of a team.	x	
Finance & Audit Trustee: Financial Controls and Audit Management	x	
Strategy & Organisational Transformation Trustee: Strategic Transformation and Growth.	x	
UK Grassroots Activism Trustee: Grassroots Initiative Development	x	
Media & Communications Trustee: Media and Public Relations Strategy.		
Fundraising & Income Generation Trustee: Fundraising and Donor Relations.	x	

Knowledge	Essential	Desirable
Contemporary understanding of issues and challenges facing international humanitarian/emergency relief and development organisations.	x	
Good understanding of current thinking and practise amongst institutional donors.		x
Strong knowledge of core humanitarian standards and sphere standards		x
Legislative and operating framework for charities/voluntary and community sector organisations.		x
Knowledge of the principles of corporate governance.	x	

Finance & Audit Trustee: Expertise in financial controls, audit mechanisms and financial reporting, including an understanding of charity financial regulations.	x	
Strategy & Organisational Transformation Trustee: In-depth knowledge of organisational transformation strategies, especially in the context of a multinational charity.	x	
UK Grassroots Activism Trustee: A strong understanding of UK grassroots activism, community dynamics and social needs, particularly in the Muslim community context.	x	
Media & Communications Trustee: Understanding of media dynamics, public relations tactics and audience engagement strategies.	x	
Fundraising & Income Generation Trustee: Deep knowledge of fundraising strategies, grant writing, donor cultivation and awareness of the use of emerging technologies in fundraising.	x	

Personal Qualities	Essential	Desirable
Strong commitment to Muslim Aid's ethos, vision, mission and values.	x	
Gravitas and positive personal profile.	x	
Commitment to the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).	x	

Other Factors	Essential	Desirable
Able to attend Board meetings (4 times per year) and Committee meetings where required.	x	