

<b>Job Title</b>	Chief Executive Officer
<b>Department:</b>	Chief Executive Office
<b>Location:</b>	London, United Kingdom
<b>Reports to:</b>	The Board of Trustees (line managed by the Chair of the Board of Trustees)
<b>Line Management responsibility:</b>	Leadership Team (LT) and Executive Assistant
<b>Child Safeguarding level</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>This post is subject to a range of vetting checks including a criminal records disclosure, DBS, or if the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

Working with the Board of Trustees, the post holder will shape the strategic direction of Muslim Aid and lead Muslim Aid into its next phase of development and growth. They will provide vision and leadership to Muslim Aid and the leadership team to ensure that the objectives of Muslim Aid are implemented.

The post holder will be responsible for building strategic partnerships and representing Muslim Aid in the sector, media and high-level key stakeholders. The post holder will grow Muslim Aid's profile by promoting the impact it makes in the countries we work in.

**Key Accountabilities:**

**Strategy and Planning**

1. To review, shape and develop a long-term strategy for Muslim Aid within the parameters of its objects, vision, and mission, in consultation with the Board of Trustees.
2. To ensure that all management policies, decisions and work support the vision, mission, values, and objectives of Muslim Aid and to ensure that it is fully focused on achieving its strategic priorities.
3. To explore and develop new strategies for securing future funding and resources supporting Muslim Aid's global projects and programmes.
4. To ensure that appropriate business, operational and annual plans are developed, and implemented that underpin Muslim Aid's strategic plan.
5. To commit to Muslim Aid's mission, vision and values and ensure all policies and procedures are embedded across its global operations and charitable activities.

**Leadership and Management**

6. To lead, inspire and motivate Muslim Aid's employees and volunteers.
7. To be accountable to the Board of Trustees for the proper and effective management of Muslim Aid.
8. To ensure that the organisation has appropriate system and controls in order to have an oversight over organisational performance.
9. To actively develop and monitor key performance indicators and tools aimed at improving the effectiveness and efficiency of Muslim Aid and to build solid reporting mechanisms designed to educate and inform the Board of Trustees on its overall performance in line with its strategy, business, operational and annual plans, and budgeting.
10. To nurture, develop and maintain a professional working environment that attracts and retains its best employees and volunteers.

11. To ensure that the recruitment, management, training and development of employees reflect best practice in the sector.
12. To ensure the development of an appropriate culture and a harmonious working environment in Muslim Aid through close liaison with the board and the LT.

### **External and internal relations**

13. To foster and maintain effective communications channels throughout Muslim Aid at its UK Headquarters and Country Offices.
14. To develop, as appropriate, Muslim Aid's public profile and foster good relationships with government, statutory, voluntary and private bodies and other external stakeholders.
15. To set up mechanisms for listening to the views of current and future beneficiaries on the performance of Muslim Aid in its work and mission.
16. To continually monitor the external environment for changes that may affect Muslim Aid and to report such changes and developments to the Board of Trustees and where necessary take necessary corrective action.
17. To ensure that there is a positive and constructive working relationship between the Board of Trustees and the LT.
18. To represent the organisation externally and engage with external stakeholders at senior level locally and internationally.

### **Promoting the organisation**

19. To have overall responsibility for income generation and funding through sustainable and reliable income streams via government agencies, institutional donors, public donations, trusts and high net worth partnerships and collaborations.
20. To ensure Muslim Aid maintains a positive organisational profile by proactively engaging with all stakeholders to increase the awareness about the work of the organisation.
21. To protect and enhance the reputation of Muslim Aid.
22. To seek opportunities to expand the organisation's activities.
23. To ensure the formulation of marketing strategies and campaigns.
24. To ensure that marketing and publicity materials and other communications accurately and persuasively reflect the vision, mission and values of the organisation.

### **Finance and Risk**

25. To report to the Board of Trustees in relation to the overall financial health of Muslim Aid including developing, overseeing and monitoring an effective programme of fund raising and income generation.
26. To develop a sound risk mitigation strategy for the organisation and promote a culture of mainstream risk avoidance in all aspects of the organisation's activities.
27. To ensure that the major risks to which Muslim Aid is exposed are reviewed regularly by the Board of Trustees and the LT and systems are established to mitigate these risks; by ensuring risk analysis is carried out when taking on new work or proposing new work to the Board of Trustees.
28. To ensure that appropriate risk management framework and systems are in place and maintained at Muslim Aid UK Headquarters and its Country Offices.
29. To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial).
30. To ensure appropriate financial controls are in place at Muslim Aid UK Headquarters and its Country Offices aimed at reinforcing the principles of transparency and accountability at all levels.
31. To authorise and commit funds as provided in the annual budget in accordance with and as set out in the current delegated authorities, for both operational and capital expenditure.

## **Legal and Regulatory Compliance**

32. To ensure that Muslim Aid fulfils all its legal, statutory, and regulatory responsibilities.
33. Together with the Chair enable the Board of Trustees to carry out its duties and responsibilities in relation to the proper governance and administration of the charity and simultaneously ensure that it receives timely advice and appropriate information on all relevant matters.

## **Ensuring high-quality governance**

34. In partnership with the Chair, to ensure that the Board of Trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for the charity.
35. To draw the Board's attention to matters that it is required to consider and deliberate.
36. Together with the Chair enable the Board of Trustees to carry out its duties and responsibilities in the oversight, management and proper governance of Muslim Aid.
37. To ensure that the Board of Trustees receives all necessary advice, guidance and information on matters relating to current performance, the short- and long-term future of the charity, regulatory and legal compliance and other appropriate issues; making sure that such advice, guidance and information are timely, honest, balanced and relevant.
38. To ensure that staff understand and support the governance role of the Board of Trustees and that there is a positive and constructive working relationship between the Board and the LT.
39. To ensure with the Chair that the Board of Trustees regularly reviews the charity's, governing instruments and governance structure to assess its own performance.
40. In partnership with the Chair to ensure that the Board of Trustees delegated authority is recorded in writing, understood fully by employees and volunteers and that all agreed reporting procedures are followed.
41. To work closely with the Board of Trustees to ensure that it has the appropriate skills-set required to properly govern the affairs of the charity and can access relevant external professional advice and expertise.
42. To work with the Chair and Board of Trustees in order to ensure that its members receive appropriate induction, advice, information and training (both individual and collective).

## **Relationship with the Chair of the Board of Trustees**

43. To have regular one-to-one meetings with the Chair to discuss progress and problems, mutual expectations of one another, design and plan the annual programme and meetings of the Board.
44. In close consultation with the Chair to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.

## **Board Meetings**

45. To ensure that the Board of Trustees receives all necessary and relevant advice, guidance and information on matters relating to current performance of the organisation, and the short- and long-term future of Muslim Aid.
46. In partnership with the chair to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda.
47. To assist the chair in ensuring that the board focuses on its governance role by making sure that the board agenda and papers do not draw the board away from governance and into unnecessary detail and management issues.
48. To report regularly to the board of trustees on the performance of the charity, progress towards the strategic priorities and the achievement of board policies.
49. To submit high-level policy proposals for the approval of the board or assist the board in the development of these policies and to be responsible for the efficient and effective achievement of these policies.

50. Advise the board regularly about new trends in the third sector, including Muslim charity sector, and update the board about changes in legislation and Charity Commission guidelines which may impact on the responsibility of the board.
51. To authorise and be responsible for signing of all MOUs and Funding Agreements at Muslim Aid HQ and its Country Offices ensuring the commitments accepted on behalf of the board under these agreements are deliverable and realistic on the part of the organisation.

**Other**

52. To travel at short notice to other countries, including conflict and disaster affected countries.
53. To work outside normal office hours and at weekends or bank holidays as required.
54. To ensure all records are maintained and stored appropriately in line with organisational document management and IT policies.
55. To comply with all policies, procedures, legal and regulatory requirements.  
Any other duties commensurate with the accountabilities of the post

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Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Qualified to UK Degree standard or equivalent	Essential	Application
Master's in Business Administration	Desirable	Application
Qualified Chartered Accountant	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Proven experience in leading a similar sized INGO and engaging with its board of governors, directors or trustees	Essential	Application and Interview
Experience in creating a financially sustainable organisation with diversified income streams	Essential	Application and Interview
Experience with of delivering a plan to develop the organisation in a systematic approach – one that aligns strategy, people and processes and builds effective new systems	Essential	Application and Interview
Experience in delivering strategic goals in areas such as Policy, Advocacy & Communications; International Programmes; Humanitarian; Domestic Programmes; Fundraising and Organisational Development	Essential	Application and Interview
Proven experience in leading senior teams that deliver transformation	Essential	Application and Interview
Experience of building strategic partnerships and representing an organisation with the sector, media and high-level key stakeholders	Essential	Application and Interview
Experience of developing an organisation driven by innovation, data and digital to improve organisations performance, program delivery, efficiency and donor satisfaction	Essential	Application and Interview
Knowledge and understanding of international and regional standards of humanitarian response, principles of humanitarian law and humanitarian intervention	Desirable	Application and Interview
Knowledge and understanding of the working of international and regional donor agencies involved in humanitarian interventions and relief efforts, such as IRC and ICRC, ECHO and OIC	Desirable	Application and Interview
Knowledge of development themes such as Humanitarian / Emergency Response, Sustainable Livelihoods, Education and Healthcare	Desirable	Application and Interview
Knowledge of Sustainable Development Goals	Desirable	Application and Interview
Knowledge of Islamic views on charity, human welfare and social justice	Essential	Application and Interview
Knowledge of Charity Law, and the governance of charitable organisations	Essential	Application and Interview
Knowledge of the role and interaction between non-governmental organisations, world financial institutions and Muslim organisations worldwide	Essential	Application and Interview
An awareness of a wide range of funding regimes in Europe	Essential	Application and Interview
Knowledge of good business management practices and use of recognised quality tools	Essential	Application and Interview
Knowledge of SORP Statements and Charities Disclosure Requirements	Desirable	Application and Interview

<b>Skills &amp; Abilities:</b>		
Ability to stand up and call for broader change and protecting the civil society space for Muslim INGO's	Essential	Application and Interview
Ability to create a durable bond between our donor communities and wider mainstream society by anchoring our programmatic work domestically	Essential	Application and Interview
Ability to generate new opportunities and skills to identify and realise key partnerships and funding	Essential	Application and Interview
Ability to lead in influencing and advocate on behalf those we help to raise awareness amongst the communities we work in. Convene and participate in meetings that advocate for change, increase awareness and support for the causes we support.	Essential	Application and Interview
Excellent interpersonal and leaderships skills	Essential	Application and Interview
Excellent communication and engagement skills	Essential	Application and Interview
Complex organisational problem-solving skills	Essential	Application and Interview
Strong emotional intelligence and resilience and able to maintain composure in difficult situations	Essential	Application and Interview
Analyse and address complex strategic and organisational issues	Essential	Application and Interview
Highly organised with strong time management skills	Essential	Application and Interview
Leadership ability and people management expertise to provide direction and effective support to a multidisciplinary team	Essential	Application and Interview
Delegate effectively, and be receptive to ideas	Essential	Application and Interview
Manage a complex organisation effectively and efficiently	Essential	Application and Interview
Understand and manage risks within a range of business contexts	Essential	Application and Interview
Ability to work under pressure to agreed deadlines and adapt to change	Essential	Application and Interview
Ability to prepare the Trustees Report and interpret the Financial Statements	Desirable	Application and Interview
Willingness to travel extensively at short notice	Essential	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

<b>You will display the competencies below:</b>	
<b>Competencies</b>	<b>Definition</b>
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

<b>Please signify your acceptance of this job description by signing below and returning a copy to HR</b>					
<b>Employee signature:</b>		<b>Employee Name:</b>		<b>Date:</b>	
<b>Line Manager signature:</b>		<b>Line Manager Name:</b>		<b>Date:</b>	