



THE HEAD OF BOARD OF TRUSTEES AFFAIRS

Information Pack

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ABOUT ISLAMIC RELIEF WORLDWIDE



Islamic Relief is a faith based humanitarian aid and development agency working to save and transform the lives of some of the world's most vulnerable people.

Established in the UK in 1984, we work in over 40 countries, assist people of all faiths according to need and do not discriminate in any way. Close to the communities we serve, we work hard to understand their culture and needs and gain their trust. Our proximity means we can often respond swiftly to emergencies and work in areas that other organisations cannot access.

Our humanitarian and development projects help millions of people every year, contributing directly to the UN Sustainable Development Goals. We help communities to better protect themselves from crises and deliver lifesaving emergency aid when disaster strikes. We provide vital services such as healthcare, water and sanitation and hygiene. Our livelihoods and education projects empower people to escape poverty and build brighter futures. To maximise our impact, Islamic Relief develops the capacity of local partners to work alongside us

in delivering effective humanitarian interventions. Through global advocacy we push for positive change particularly on climate change, gender justice and forced displacement, and we develop Islamic perspectives that combine spiritual and practical insights to provide distinctive, practical approaches to the biggest challenges facing our world.

The high quality and impact of our work means we are the only Muslim charity to be awarded Core Humanitarian Standard certification. As full members of the INGO Accountability Charter our excellence in transparency, good governance and social responsibility is recognised. We are also signatories to the Red Cross Code of Conduct, which sets ethical standards for organisations involved in humanitarian work, and are firmly committed to the People in Aid code of best practice. One of the world's largest relief and development charities, to date we have helped over 120 million vulnerable people worldwide.

Learn more about our work and impact in our [Annual Reports](#)

OUR GLOBAL STRATEGY

Our global strategy aligns life-saving and life-changing programming with the push for systemic change to meet growing humanitarian needs across the globe.

Over the next 10 years, we aim to achieve three core outcomes:

1. **We will save lives and reduce vulnerability to humanitarian crises.**
2. **We will empower communities to tackle poverty and vulnerability.**
3. **We will advocate for change to the system to eliminate the global and local root causes of inequality.**

Our core humanitarian and development programme areas will continue responding to humanitarian crises with life-saving assistance, tackling food security and nutrition, and building sustainable livelihoods, health and education.

We will continue to work with our humanitarian partners across the world towards achieving the Sustainable Development Goals.

More details on our strategy can be found here: [**Global Strategy 2023-2033**](#)



OUR VISION

Inspired by our Islamic faith and guided by our values, we envisage a world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

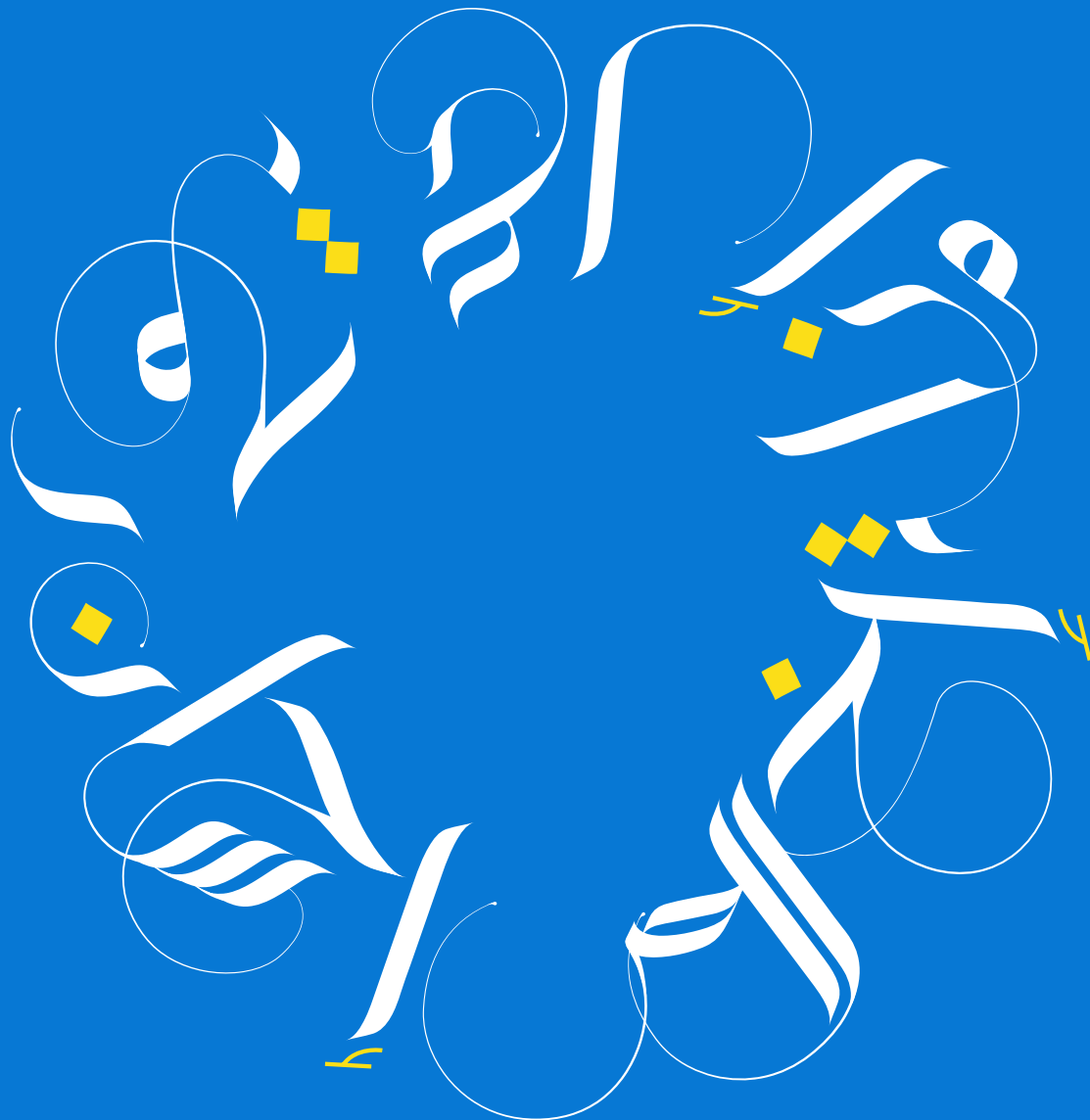
OUR MISSION

Exemplifying our Islamic values, we will mobilise resources, build partnerships and develop local capacity as we work to:

- Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.
- Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.
- Support the marginalised and vulnerable to voice their needs and address root causes of poverty.



OUR VALUES



We remain guided by the timeless values and teachings of the Qur'an and the prophetic example (Sunnah), most specifically:

- **Sincerity (Ikhlas)** – In responding to poverty and suffering, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity.
- **Excellence (Ihsan)** – Our actions in tackling poverty are marked by striving for excellence in our operations and the conduct through which we help the deserving people we serve.
- **Compassion (Rahma)** – We believe the protection and well-being of every life is of paramount importance and we shall join with other humanitarian actors to act as one in responding to suffering brought on by disasters, poverty and injustice.
- **Social Justice (Adl)** – Our work is founded on enabling people and institutions to fulfil the rights of the poor and vulnerable. We work to empower the dispossessed towards realising their God-given human potential and develop their capabilities and resources.
- **Custodianship (Amana)** – We uphold our duty of custodianship over Earth and its resources, and the trust people place in us as a humanitarian and development practitioner to be transparent and accountable.

THE ROLE

THE HEAD OF BOARD OF TRUSTEES AFFAIRS

JOB DESCRIPTION

Base location:	Birmingham
Reporting to:	Chair and Vice Chairs of the Board of Trustees
Line management responsibilities:	Executive Officer to Trustees

PURPOSE OF ORGANISATION:

Islamic Relief Worldwide (IRW) is a faith-based humanitarian relief and development organisation working to save and transform the lives of some of the world's most vulnerable people. Established in 1984, with an active presence in over 40 countries, we strive to make the world a better and fairer place for those affected by poverty, conflict and natural disasters.

JOB PURPOSE:

The Head of Board of Trustees (BoT) Affairs serves as the organisation's lead governance professional, accountable for the integrity, effectiveness, and continuous improvement of the Board's governance framework. This position includes line management of the executive officer and coordination with other departments in IRW and various board's stakeholders to ensure effective compliance, risk management and communication.

The Head of BoT Affairs is responsible for maintaining high standards of governance, regulatory compliance, and strategic advice across all levels of the organisation including liaison between the Chair, the members, and the executive leadership team.

SCOPE OF THE ROLE:

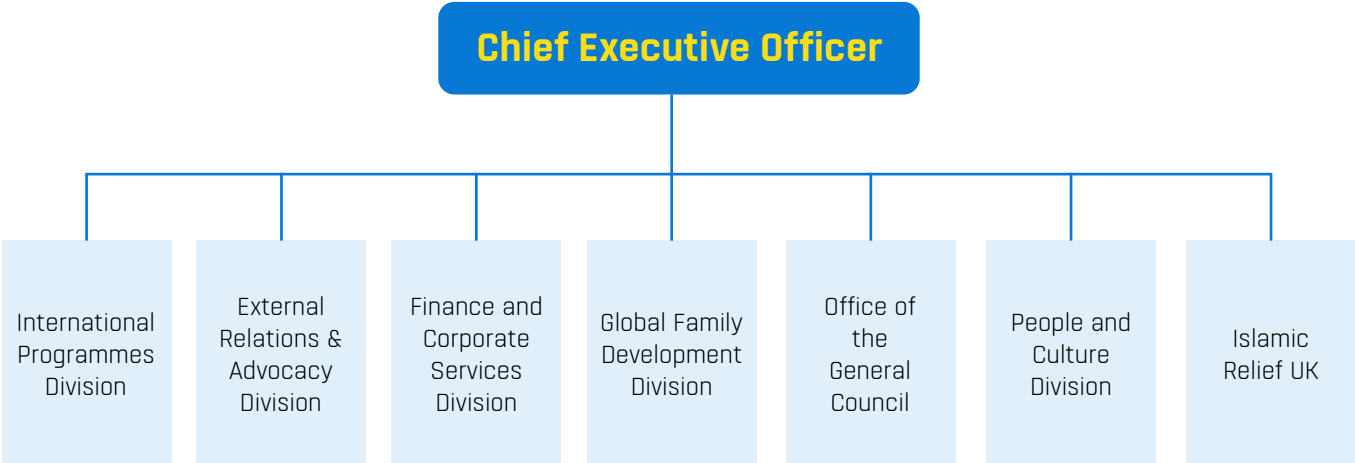
The Head of BoT Affairs holds a strategic and operational governance role, providing senior-level support to the Board and ensuring compliance with legal, regulatory, and constitutional responsibilities. In addition, The Head of BoT Affairs facilitates effective communication between trustees and the executive team and advises on strengthening governance structures and practices.

Responsibility for Resources:

- Management and oversight of Board documentation, governance materials, and Board budget.
- Ensuring proper stewardship of all Board-related resources and information assets.
- Direct line management of the Executive Officer, setting objectives and monitoring delivery.

The role operates with significant autonomy, requiring independent initiative and workload planning. The Head of BoT Affairs works directly with all Board members, with particular focus on supporting the Chair of Trustees.

STRUCTURE OF ISLAMIC RELIEF WORLDWIDE CEO AND BOARD OF DIRECTORS



KEY WORKING RELATIONSHIPS

Internal: Chair of the Board, Board of Trustees, CEO, Senior Leadership Team and Executive Officer.

External: Regulators, donors, legal advisors, and other stakeholders as required

RESPONSIBILITIES FOR RESOURCES:

Management of Board documentation, reviewing meeting records, governance materials, and associated Board budget. Ensuring proper stewardship of all Board-related resources and information assets. The Head of BoT Affairs will serve as the direct line manager to the Executive Officer.



KEY ACCOUNTABILITIES

BOARD SUPPORT

- Oversee and coordinate board meetings, committee meetings, and annual general meetings, including scheduling, agenda-setting, and logistics
- Prepare and circulate high-quality information papers, agendas and briefing documents in advance of meetings
- Support accurate and comprehensive minutes of meetings and ensure their timely distribution
- Track actions arising from board decisions and ensure follow-up on outstanding items
- Improve the effectiveness and efficiency of BoT activities by creating, reviewing and/or advising standard templates, policies, procedures, and technology solutions
- Support submissions of IRW's annual report and accounts, and related annual processes
- Maintain statutory registers and governance documents, including records of Trustee appointments, declarations of interest, and terms of service
- Advise the Board on governance strategy, risk management, and succession planning.
- Ensure compliance with the organisation's governing documents and relevant regulatory bodies
- Manage Board development activities, including Trustee recruitment, induction, training, and performance reviews
- Serve as the principal liaison between the Board of Trustees and the Executive Officer

GOVERNANCE COMPLIANCE

- Ensure the Board operates within its legal and regulatory framework, including compliance with the organisation's governing documents and relevant laws
- Maintain a register of Board members' interests, terms of office, and attendance records
- Advise the Board on governance best practices and ensure adherence to policies and procedures
- Monitor regulatory changes and ensure organisational compliance at a senior level.
- Leading annual Board and Committee effectiveness reviews
- Coordinating external governance reviews where required
- Reporting evaluation outcomes and improvement plans to the Chair
- Oversight of governance-related risk within the organisational risk framework
- Escalation of governance risks or regulatory breaches to the Chair/Board
- Acting as primary governance liaison with regulators where required
- Supporting the Chair in Board composition planning aligned to strategic needs
- Member of governance committee
- Custodian of documentation of BoT committees
- Support to IGA committees

LEADERSHIP AND COMMUNICATION

- Facilitate timely and effective communication between Trustees, the Executive Officer, and key stakeholders
- Support the Chair in drafting correspondence and communications related to Board activities

- Ensure all Board decisions and strategic directives are clearly communicated and implemented through appropriate channels
- Act as an ambassador for strong governance culture within the organisation
- Manage the Board of Trustees onboarding and development activities such as training sessions or strategy workshops
- Support the BoT in organising and delivering internal and external-facing activities
- Provide input into other projects or initiatives when required
- Represent governance function in senior leadership discussions and cross-organisational initiatives.
- Lead governance training and awareness initiatives across the organisation.

DECISION-MAKING SUPPORT

- Conduct research and prepare concise reports or summaries to inform Board discussions and decisions
- Provide strategic advice on risk, compliance, and governance matters.
- Assist the Chair and trustees in prioritising strategic issues requiring attention
- Ensure Board papers are presented in a clear, concise, and actionable format

STRATEGIC OVERSIGHT AND EXECUTIVE MANAGEMENT

- Provide direct line management to the Executive Officer, setting objectives and ensuring delivery of agreed organisational priorities
- Support strategic planning, delivery, and evaluation of outcomes of the BoT in collaboration with the Executive Officer.
- Monitor the performance of the Executive Officer and ensure accountability against Board-approved goals and KPIs
- Support the Board in reviewing and approving strategic and operational plans submitted by the Executive Officer

COMPLIANCE AND RECORD-KEEPING

- Ensure all legal, regulatory, and constitutional requirements are met in relation to governance and organisational conduct
- Oversee accurate record-keeping for Board actions, policies, and governance framework
- Manage confidential information with integrity and professionalism
- Ensure secure storage and compliance of sensitive Board materials with data protection regulations and manage access controls
- Facilitate access to relevant documentation for Board members as required
- Ensure compliance with GDPR for all Board data and governance materials.

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic Relief values and principles as well as commitment to Islamic Relief Worldwide's vision and mission.

Essential:

- Governance or legal qualifications (e.g., Chartered Governance Institute or similar).
- Proven experience in board or executive-level administration, legal secretary, or governance role.
- Strong understanding of governance processes, preferably in the charity or third sector.
- Understanding of Charity Commission requirements.
- Exceptional organisational, leadership, and communication skills.
- High level of discretion and ability to handle sensitive information.
- Proficiency with Microsoft Office and hybrid meeting technologies.

Desirable:

- Experience supporting Boards of Trustees at strategic level.
- Knowledge of nonprofit governance practices.
- Bachelor's degree in business administration, public administration, or related field.
- Experience in multicultural or international organisations.
- Proficiency in multiple languages relevant to Islamic Relief operations.

HOW TO APPLY:

To apply for this role, please complete our online application process

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Proof of eligibility to live and work within the UK
- Enhanced screening clearance.
- Receipt of satisfactory references including the Inter-Agency Misconduct Scheme Reference where applicable.
- Disclosure and Barring Service (DBS) check.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

IRW is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IRW engages. IRW expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include

criminal records checks. IRW also participates in the Inter Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.