

## Sector and Business Development Lead

<b>Job Description</b>	
<b>Job Title:</b>	Sector and Business Development Lead
<b>Location:</b>	London/Waterloo (SE1)
<b>Level/Salary Range:</b>	£36,500 – £38,625 per annum, dependent on experience and potentially more is available for the right candidate.
<b>Position Type:</b>	Full time 36 hours per week, Mon- Fri, in -office.
<b>Reporting to:</b>	CEO
<b>Start Date:</b>	1 <sup>st</sup> January 2025 or ASAP
<b>Application deadline:</b>	30 <sup>th</sup> November or as soon as a suitable candidate is identified.
<b>Interviews:</b>	Will be arranged in December.

### **Background:**

Muslim Charities Forum (MCF) is the UK network for British Muslim charities working for social good in the UK and internationally.

Through our network of almost 300 charitable organisations, we aim to collectively build a more accountable, transparent and efficient British Muslim charitable sector, in order to improve our ability—both as individual organisations and as a sector—to contribute to a more just and sustainable world.

Along with our member organisations, we work with a wider network of partners that includes non-member NGOs, regulatory bodies, civil society partners, and academic institutions, to drive systemic change.

### **Job Purpose:**

MCF has a small team, but our impact is far-reaching. The Sector and Business Development Lead has an important role in supporting members and the wider British Muslim charity sector, reporting and working directly with the CEO.

**The postholder will be responsible for managing change management, organisational development and capacity building support to the voluntary, community and third sector in 4 core areas including governance, organisational development, volunteering and fundraising.**

The post holder will be responsible for coordinating and over-seeing advice and guidance to groups around these topics, ensuring that they are informed of the regulatory and legal information necessary, encouraging full compliance with legislation through a designed health-check framework. They will be supported by the wider MCF team as well as trusted external partners and specialists. The aim of the role is to support the broader work of MCF in developing a strong Muslim-led charity sector, including delivery of workshops and policy development relevant to the speciality areas connected with this post.

## **Main Responsibilities**

### **As part of our team, you will:**

- Support organisations by facilitating guidance on best practice across the 4 core areas of governance, organisational development, volunteering and fundraising.
- Identifying and delivering training and resources in the 4 core areas outlined with support from the wider MCF team.
- Managing the development of practical support and advice for activities such as creating, modifying a constitution, restructuring a charity, social investment and business development.
- Identifying patterns and common issues arising from contact with organisations within the sector that indicate individual and organisational development and capacity needs and developing a suitable response to address the need.
- Focus on capacity building through the development and management of support in relation to identified needs.
- Record all support given on our CRM and through reporting structures.
- Work with specific member charities to complete a Charity Health Check form that covers all aspects of managing their charity, ranging from governance issues, safeguarding, volunteering and fundraising.
- Help identify those charities where direct support is required and work with them, alongside MCF senior leadership, to deliver effective change.
- Work with the wider team to establish a designed framework of support including the development of resources and briefs.
- Coordinate a network of pro-bono support from specialist practitioners, checking their credentials and maintaining relationships.
- Support the leadership team to ensure processes are in place to maintain and build the MCF's reputation as an accessible, well-governed, transparent, and accountable infrastructure charity.
- Gather impact monitoring quantitative and qualitative data for reporting and monitoring purposes.
- Maintain confidentiality in all appropriate areas concerning MCF or other charitable organisations internal affairs.

- Contribute to the progress, success and impact of MCF as the network of British Muslim-led charities.

## **About you:**

### **The successful postholder will demonstrate the following:**

#### **ESSENTIAL:**

- Understanding of key charity legislation, compliance and regulations in charity and community settings.
- Experience in social action business development, working with a range of organisations.
- Experience in change management and business analysis.
- Experience on over-seeing schemes of work.
- Experience in developing creative solutions.
- Demonstratable understanding of civil society issues impacting grassroots and faith-led or minority-led groups.
- Excellent interpersonal/relationship building and engagement skills with a range of audiences.
- Strong, demonstratable understanding/and or direct experience of governance and grassroots community support, including policy work.
- Experience of liaising with a variety of senior level professionals and stakeholders, including within the public or voluntary sector.
- Experience of leading on projects and schemes of work with the ability to work on own initiative and as part of a team.
- Experience conducting change management, impact monitoring, data gathering and research.
- The ability to innovate and adapt according to need and circumstance.
- Ability and understanding of professional confidentiality.
- Strong digital skills.
- Excellent written and verbal communication skills.

#### **DESIRABLE:**

- Experience of directly working with charity board of trustees.
- An understanding of grant fundraising income and philanthropy.

**Please note:** This job description outlines the key accountabilities of, and output required from the post-holder. It is not a definitive list and the role may change and evolve over time in line with the needs of the organisation.

The post-holder will be required to undergo safeguarding training as part of the Muslim Charities Forum policy.

**How to apply:**

If you are confident that you meet the above requirements, please send your CV and a cover letter outlining how you meet the person specification above to [info@muslimcharitiesforum.org.uk](mailto:info@muslimcharitiesforum.org.uk)

**Closing date for applications: 30<sup>th</sup> November.**

No agencies, please.