



Muslim Charities Forum Trustee Vacancy

Item	Description*
Role Title	Trustee (UK based)
Remuneration	This is a voluntary, unremunerated role.
Term Length	3 years
Primary Time Commitment	Trustees are expected to attend each of the 3-hour, quarterly board meetings that take place each year.
Secondary Time Commitment	Trustees are encouraged to attend MCF events, sector engagements, and participate in thematic working groups and other strategic initiatives where they have competencies or an interest.
Reporting to	Chair & Board of Trustees
Expected start	Q1 2025

MCF seeks to appoint more than one independent trustee. MCF seeks candidates who are passionate about improving the Muslim charity sector, committed to upholding its values, willing to fully participate in its governance structure and have expertise in one of the following areas to support MCF in delivering its strategic priorities:

- People & Culture.
- Learning & Development.
- Influencing Policy and Driving Systems Change.
- Digital Innovation and Technology.

Muslim Charities Forum Overview

Muslim Charities Forum (MCF) is the UK network for British Muslim-led Voluntary and Community Sector Organisations. MCF seeks to support, connect, and represent these organisations so that they can all experience the blessings of the collective.

Through our network we support almost 300 charities and community organisations. We aim to collectively build a more accountable,

transparent, and efficient British Muslim-led Voluntary and Community Sector, to improve our ability — both as individual organisations and as a sector — to contribute to a more just and sustainable world.

With the support of its member organisations and strategic investors, MCF works with a wider network of partners that includes non-member NGOs, regulatory bodies, civil society partners, academics and over key stakeholders in the sector.

The current board is comprised of a range of MCF member representatives and independent trustees.

The current board have adopted the following strategic priorities for the period 2024 – 2026:

1. Develop a Tiered Membership and Network Offering.
2. Protect & Improve the Sector's Capabilities.
3. Effectively Engage and Build Meaningful Relationships with Key Stakeholders.
4. Advocate for the Sector by Celebrating its Accomplishments and Addressing its Obstacles.
5. Improve MCF's Strategic and Operational Efficiency.

Job Description:

The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries as stated in its charitable objects, in line with rules, regulation and guidance outlined by the Charity Commission for England and Wales.

Trustees are a critical part of a charity's governance structure, ensuring that critical decisions are made in the charity's best interests, providing accountability to ensure its resources are managed and applied effectively, offering guidance support to the charity's operational team that deliver its strategy.

Serving as a charity's Trustee is a fulfilling role with opportunities to connect with others, share your professional experience and develop your personal skills.

As a Trustee of MCF, your statutory duties would include:

- Ensuring MCF complies with all legal and regulatory requirements and its governance is of the highest possible standard.

- Ensuring MCF complies with its governing document and applies its resources effectively while pursuing its charitable objectives.
- Contributing actively to the Board of Trustees' role in giving strategic direction to MCF, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguarding MCF's reputation and values.
- Ensuring the effective and efficient administration of MCF.
- Ensure MCF is financially stable.
- Protecting and managing MCF's assets and ensure any of its reserves are managed effectively.
- Monitoring and mitigating emerging risks that could threaten MCF's ability to pursue its objectives.
- Helping appoint MCF's Chief Executive Officer, monitoring their performance, and supporting them with their responsibilities.

Person Specification:

Prospective trustees must be able to demonstrate the following:

- Understanding of British Muslim communities' realities, needs, challenges and wants.
- Strong sense of commitment to MCF's mission to support, connect, and represent British Muslim-led Voluntary and Community Sector Organisations so that they can all experience the blessings of the collective.
- Willingness to uphold MCF's values of Humanity, Accountability, Transparency, Effectiveness, and Excellence.
- Strategic vision, sound and independent judgement.
- Ability to communicate persuasively and a willingness to speak their mind.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
- Commitment to MCF and a willingness to devote the necessary time and effort to its Board.
- Awareness and recognition of MCF's work, impact and users.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

- An ability to work effectively as a member of a team.

Prospective Trustees will be preferred if they can demonstrate the following:

- Experience in engaging directly with British Muslim communities.
- Experience in working or volunteering for a British Muslim-led Voluntary and Community Sector Organisation.
- An understanding of the role of good and effective governance.
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect differing views.
- Understanding the full scope of MCF's work, impact and users.

Application Process

Please note: This document outlines the key accountabilities of, and commitment required from trustees. It is not a definitive list, and the role may change and evolve over time in line with the MCF's governance needs.

If you are passionate about empowering the Muslim charity sector and excited by this opportunity, have skills and experience in one of the areas of expertise (People & Culture; Influencing Policy and Driving Systems Change; Digital Innovation and Technology) and meet the above requirements, **please send your CV and a cover letter (up to 2 A4 pages, size 12 font) outlining your interest in MCF trusteeship, and your relevant competencies/experience that enable you to meet the person specification above to info@muslimcharitiesforum.org.uk.**

Successful candidates will be contacted with further information on the next stage of the application process for this role.

MCF values diversity and inclusion and the benefits this brings. MCF aims to support the most suitable candidate at all times and welcomes applications from people from all different backgrounds. MCF acknowledges that people from racialised, socioeconomically disadvantaged backgrounds and/or females are disproportionately more likely to avoid applying for a role if they do not fully meet every point in a role's person specification than individuals from other backgrounds. MCF encourages applications for trusteeship from any prospective candidate who feels excited by this opportunity and feels somewhat confident that they meet the majority of the person specification. MCF will adopt a fair process to assess all applicants.