



## Director of International Waqf Fund

**Location:** Birmingham, UK  
**Ref:** DIFWB/0922  
**Contract:** Permanent, Full-time  
**Salary:** £71,000 -£76,000 per annum  
**Closing date:** 19/10/2022

The International Waqf Fund (IWF) aims to provide a sustainable source of funding for Islamic Relief Worldwide (IRW) through promoting Waqf, managing the IRW endowment funds and allocating the returns to development projects in accordance with the wishes of the donors.

IWF also collaborates with the IRW members to promote Waqf and sustainable income for IRW projects. IWF will grow the Waqf fund and manage Waqf assets to ensure that endowment funds are safely invested, and returns used for supporting humanitarian and development projects for those in need.

IWF delivers on its stated objectives in support of the IRW vision and in compliance with Islamic jurisprudence (sharia) regarding Waqf.

The Director of Waqf will provide strategic leadership, management, and inspiration to ensure that the organisational objectives are achieved for raising funds for Waqf, managing risk and returns while raising awareness of the importance of Waqf. They will be responsible for developing the strategy, policies, and procedures that serve the IWF vision.

### **The successful candidate must have or be:**

- Ability to influence strategy in field of WAQF by acting as a recognised authority in this area with at least 5 years' experience of working with Waqf including developing Waqf management tools.
- Minimum of 10 years' experience of senior management responsibility including the development of strategies.
- Proven track record of raising funds and marketing.
- At least 5 years' experience working in Islamic Organisations at a senior level
- Fluent English and Good Arabic writing and speaking skills.

- Deep understanding of Islamic principles of Waqf and endowment management laws and broader Charity standards (in England & Wales).
- Experience of managing investments.
- Bachelor's degree or equivalent in Finance, Management, Business, Law or Islamic studies.

**For more information, please click on the Documents tab above to view the full Job Description.**

If you are talented, reliable, service minded, resilient and a highly motivated professional looking for a meaningful career, with a strong commitment to IWF's mission and values of *sincerity, excellence, compassion, social justice and custodianship*.

All applicants are required to send a copy of their CV and a covering letter to [waqf.recruitment@irwaqf.org](mailto:waqf.recruitment@irwaqf.org)

#### **Pre-employment Checks:**

Any employment with International Waqf Fund will be subject to the following checks:

- screening clearance
- proof of eligibility to live and work within the UK
- criminal records check
- receipt of satisfactory references
- This post is classed as Social Media Profile Level One (Senior Ambassador) under IWF's Personal Social Media Policy. The postholder must disclose their social media accounts and must represent IWF in an acceptable way online, in accordance with the policy.

***Please note, for UK-based roles, we are only able to accept applications from candidates who are eligible to work in the UK. We are unable to progress applications which would require sponsorship.***

#### **Our values and commitment to safeguarding**

IWF 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 IWF engages. IWF 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. IWF 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.

*Applicants should be sympathetic to the values of International Waqf Fund:*

*(Sincerity, Excellence, Compassion, Social Justice and Custodianship)*

*International Waqf Fund is an equal opportunities employer*