

The Muath Trust

Job Description

Job Title:	Chief Executive
Reporting to:	Chair of Board of Trustees
Responsible for:	More than 140 members of staff (full time, part-time and sessional)
Salary:	£50,000 - £60,000 (Depending on experience)

You must currently hold the right to work in the UK to apply for this role.

JOB PURPOSE:

The Board of Directors seeks an inspiring Chief Executive to maintain and develop The Muath Trust's unique contribution to the social and economic wellbeing of the communities it serves.

The successful candidate will strengthen and develop the innovative approaches to community services especially in the fields of education, skills development and economic wellbeing, adult social care and will have an empathy with and understanding of the Islamic ethos driving the organisation.

JOB DETAILS:

Leadership:

1. To lead the strategy development for the organisation, related business and operational plans and budget.
2. To lead the staff and volunteers of The Muath Trust in the day-to-day delivery of services as stated in Business Plans and Annual Action Plans.
3. To lead the fundraising activities at local, national and international levels.
4. To maintain and develop The Muath Trust's strong partnerships with other public, voluntary and community sector organisations and act as a leading voice and advocate for the voluntary and community sector.

5. To be a voice and advocate for the communities served and the community and voluntary sector in Birmingham.

Innovation

1. To continuously develop new services and approaches to meet challenging and evolving community needs and aspirations.
2. To capitalise on the values and ethos of the organisation' spiritual foundation to strengthen the appeal of the services offered and increase goodwill among the communities served.
3. To develop innovative services and partnerships to extend the benefit of services locally and nationally – focusing on those communities suffering from deprivation and disadvantage.

Service Development

1. To continuously review and develop services in line with The Muath Trust's objectives and Strategic Plan, evolving community needs and resource availability.
2. To strengthen partnerships with key public sector agencies such as the Local Authority, Government Departments, Education and Skills Funding Agency, FE Colleges, as well as related regulatory agencies such as the Charity Commission, Ofsted and CQC.

Resource Development

1. To develop The Muath Trust's human and material resources to meet the challenges and ambitions of the Business Plan and needs of the communities served.
2. To introduce innovation to the fund-raising activities and ensure financial self sufficiency.
3. To develop the capacity of the staff and ensure that their skills and capabilities match the challenges and aspirations of the organisation.
4. To grow the volunteer base, both as a resource as well as opportunities for development for community members.

Other duties and responsibilities

1. To ensure compliance with all relevant legislation, regulatory requirements and internal policies and procedures.

2. To ensure the work of the organisation is explained and promoted to stakeholders in an effective, authoritative and persuasive way, and that information is disseminated to interested parties effectively and efficiently.
3. To ensure that operational processes and systems deliver optimal cost and service performance.
4. To ensure that the organisation has the organisational structure, leadership capability and human resources to deliver goals.
5. To carry out any other duties as requested by the Board of Directors/Trustees.

Person Specification

Qualifications

1. Degree-level qualification
2. Post-graduate management qualification/training will be an advantage but not essential.

Experience

1. A minimum of three years senior-level management experience in the public, voluntary or charity sector, preferably in a multi-function multi-service role.
2. Experience in fundraising through grass root community, corporate, foundations and philanthropic organisations.
3. Experience in the work of faith-based organisations, the education and training sector and dealings with colleges of further education, Government Departments, Education and Skills Funding Agency-and Local Authorities.

Skills and aptitudes

1. Demonstrable knowledge of relevant legislation including charity law, company law, employment law, safeguarding and health and safety legislation.
2. Management of staff and volunteers.
3. Volunteer recruitment and development.
4. Service and business planning skills.
5. Partnership development.
6. Development and writing-up of funding proposals.
7. Extensive communication and networking skills – using verbal, written and electronic means.
8. Setting-up and management of budgets.
9. Ability to communicate in one or more of the local community languages: Arabic/Urdu/Somali will be an advantage.

10. Understanding and empathy with the Islamic faith.