INDEPENDENT MEMBER OF THE INTERNATIONAL GENERAL ASSEMBLY

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, providing lasting routes out of poverty, empowering people to transform their lives and serving all communities without prejudice. 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 among a handful of UK-based charities to have been certified against the Core Humanitarian Standard (CHS). As full members of the International Non-Governmental Organisations (INGO) Accountability Charter, Islamic Relief's excellence in transparency, good governance and social responsibility is recognised. Islamic Relief Worldwide is signatory to the Red Cross Code of Conduct, which sets ethical standards for organisations involved in humanitarian work and commits us to the important principles of impartiality,neutrality and independence.

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.

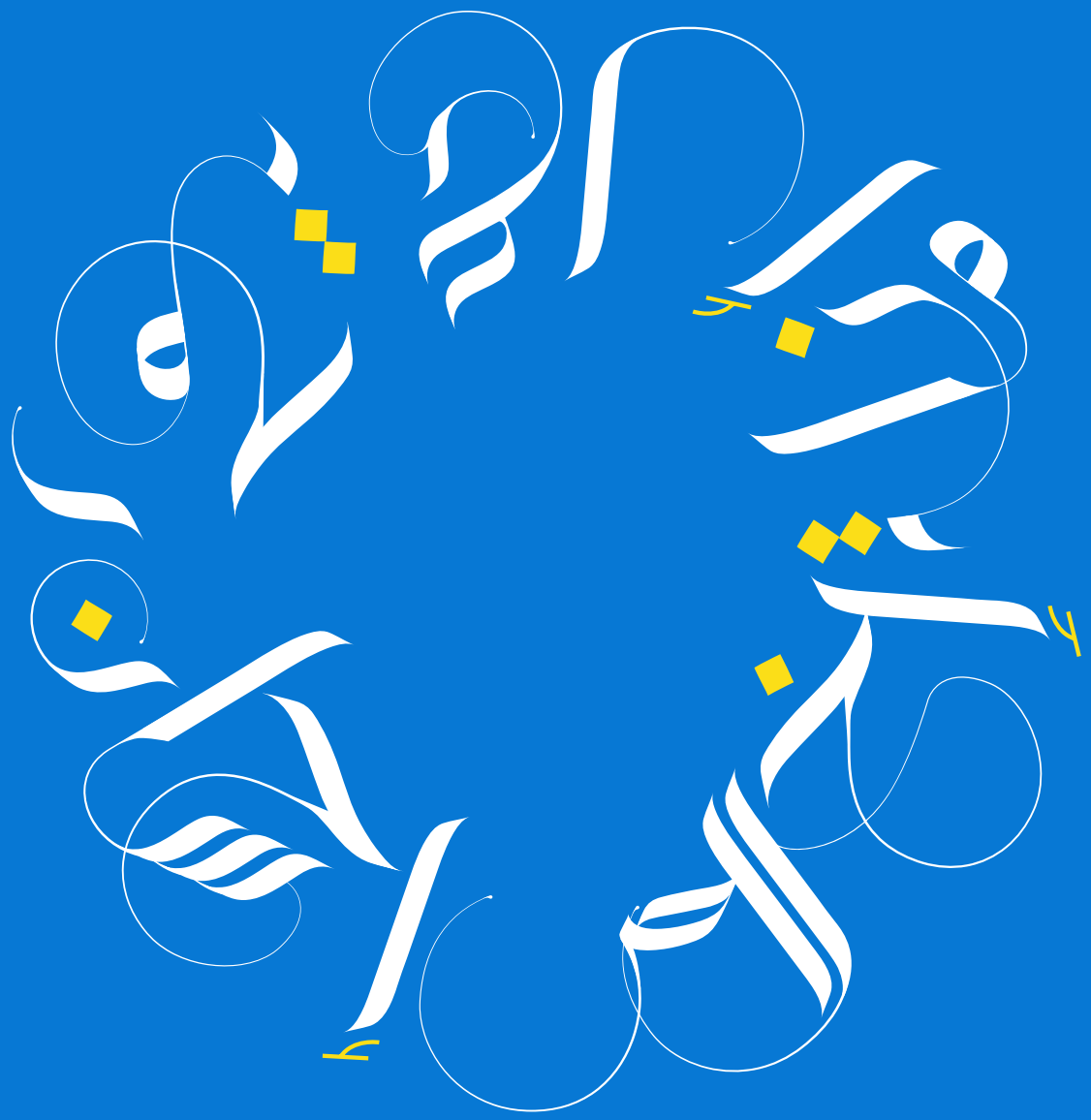
We will continue to work with our humanitarian partners across the world towards achieving the Sustainable Development Goals.

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 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.

OUR GOVERNANCE

A crucial step, as we grow, is evolving our governance arrangements to meet the changing needs of the Islamic Relief family and the challenging environment in which we operate. In 2014 Islamic Relief Worldwide formally began an ambitious programme to overhaul our global governance so the Islamic Relief family can continue to operate effectively on a larger scale and remain true to the vision of our founders.

In 2020 the reform programme reached an exciting milestone, with the creation of IRW's first ever International General Assembly (IGA). This is the highest body of the new Islamic Relief Worldwide governance structure and consists mainly of representatives elected by Islamic Relief partner offices across five continents, creating a body that is truly globally representative.

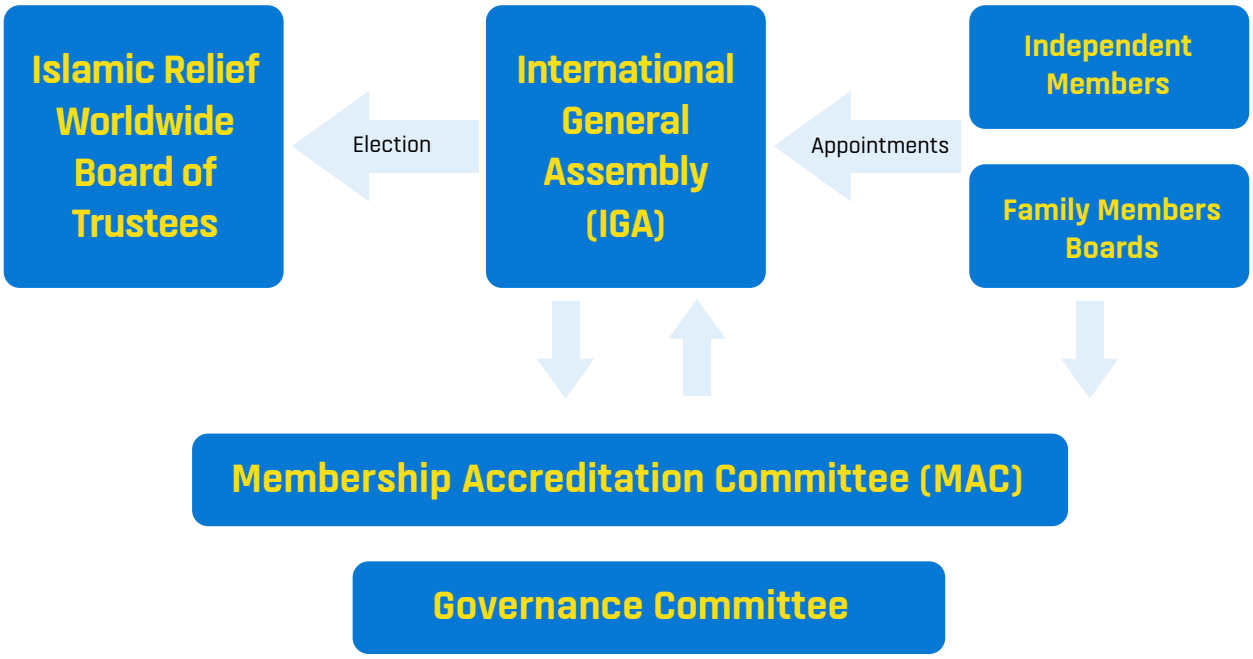
Up to a third of the IGA Board will be independent members from outside the Islamic Relief family, helping to bring additional specialist skills and experience, as well as increased diversity and accountability.

The IGA has established a new Membership Accreditation Committee (MAC), which oversees the operations of the Board of Trustees and strengthens accountability within the IGA.

The MAC is responsible for making recommendations on the suitability of members (both entities and individuals) to the IGA. These recommendations can potentially include the initial nomination, membership levels, renewals and ending membership. MAC ensures adherence to the rules governing membership of the International General Assembly and the Board of Trustees.

Alongside the IGA, our foremost global governance body, we also have a global executive branch called the Islamic Relief Family Council. This is a forum that brings together the chief executives of Islamic Relief Worldwide and all Islamic Relief partner organisations to enhance communication, strengthen relationships and provide strategic insight to help improve processes within the organisation.

This new governance model allows the Islamic Relief family to work more collaboratively in serving the interests of those who need our support, helping to build a stronger and more cohesive organisation overall. It also enhances shared ownership and joint decision-making, as well as helping to strengthen relationships and increase transparency.



For more information about Our Governance please see: Family Governance

THE ROLE: PROFILE

INDEPENDENT MEMBER OF THE INTERNATIONAL GENERAL ASSEMBLY

Islamic Relief Worldwide (IRW) is seeking to appoint additional independent members to join our International General Assembly (IGA).

Islamic Relief encourages diversity in its IGA members, including that of gender and experience in professional backgrounds such as law, accountancy, audit, humanitarian programming, PR/ communications, marketing or fundraising, IT, charity financial policy and strategy, shariah compliance.

As a member of the IGA, it is expected you will be fully committed to the organisational objectives of IRW, sharing our vision, mission and values. You will be expected to attend meetings and be willing to devote the necessary time and effort to the role and to act in the best interest of IRW's work and its rightsholders.

THE ROLE

As a member of the IGA your key responsibilities will be to:

- Participate in the oversight of the organisation in accordance with its statutory obligations, making sure that IRW satisfies its regulatory and legal requirements as a charity
- Act in a manner which supports the organisation in meeting aims and objectives as set out in IRW governing documents, and in ensuring IRW long-term security
- Focus on strategic planning and governance when setting IRW priorities and objectives
- Participate in the approval of annual plans, strategies and budgets
- Support the financial stability of the charity and contribute to its effective and efficient administration, reviewing and approving financial strategies and monitoring income and expenditure, to ensure the organisation is in good financial health
- Promote IRW's vision, mission and values and demonstrate IRW's values in all of the IGA's work.

PERSON SPECIFICATION

We are seeking exceptional candidates with a breadth of experience who will enhance Islamic Relief Worldwide's strategic development. You will have the following skills and qualities:

- A deep commitment and passion for IRW's faith inspired values, vision, and mission
- Considerable professional experience in at least one of the following: law, accountancy, audit, humanitarian programming, PR/ communications, marketing or fundraising, IT, charity financial policy and strategy, shariah compliance
- Strategic vision and critical thinking
- Strong problem-solving and conflict-resolution skills
- Knowledge of the legislative and operating framework for charities, voluntary and community sector organisations.
- A good understanding of the context within which IRW operates
- Teamwork, including excellent communication and interpersonal skills.
- Willing to be an ambassador for IRW.
- Demonstrates past public conduct, statements and behaviour that are in line with IRW's values and expectations of the role

Terms of appointment

- As a Member of the International General Assembly, you will be expected to attend meetings.
- In addition, some time will need to be spent on reading and considering papers to discussions with relevant colleagues, and attendance at short adhoc meetings when needed.
- You will be required to attend training events relevant to the role as necessary.
- Following appointment to the IGA, independent members are eligible for nomination to the Board of Trustees (BoT) after 1 year as an IGA independent member. Appointments on the BoT are for a 4-year term limit.
- The role is unpaid but reasonable travel expenses will be provided.

HOW TO APPLY:

To apply to be an Independent Member of the IGA, please send a current CV and cover letter to **IGAMRecruitment@irworldwide.org**

PLEASE NOTE: Only shortlisted candidates will be contacted.
Applications without a cover letter will not be accepted.

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Enhanced screening clearance
- Receipt of satisfactory references including the Inter-Agency Misconduct Scheme Reference where applicable
- Disclosure and Barring Service (DBS) check
- This post is classed as Social Media Profile Level One (Senior Ambassador) under IRW's Personal Social Media Policy. The postholder must disclose their social media accounts and must represent IRW in an acceptable way online, in accordance with the policy

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.