

# AZIZ

## FOUNDATION

### Job Description

Job Title:	Head of Employer Engagement
Responsible to:	Director
Salary:	£40,000 to 50,000 per annum
Start:	ASAP
Location:	<b><u>Office-based role (5 days per week)</u></b> : Central London, W1D 7DH

#### About The Aziz Foundation

We at The Aziz Foundation are a family charitable foundation established to support British Muslim communities to flourish and give back to our country. Through our flagship Masters Scholarships programme, the Foundation has invested over £8 million into more than 700 scholarships for British Muslims pursuing postgraduate degrees as well as working with employers to facilitate work experience and internships for young British Muslims. We have also supported a wide range of charitable initiatives including funding of historic buildings, community sports, research into discrimination, inter faith activities and the engagement of British Muslims in the democratic process of our country.

#### Job Purpose

This is a new and vital role for the Foundation, involving developing our work around employment which will support British Muslims to access employment and develop their careers in fields in which we are currently under-represented. You will be part of a matrix-working team that will collectively develop this piece of work – so you will not be simply implementing an existing plan, you'll be there from the start with key input into how this should be designed and implemented.

Your key role will be to engage with employers in target industries of journalism, law, arts, public policy, and tech/AI. This will involve direct engagement with employers with whom we have no existing engagement, building on relationships we already have and working with third party 'intermediary bodies' and organisations representing employers across entire sectors. The role seeks to achieve clear impact getting people into good quality roles with leading employers.

#### Internal relationships

You will report to the Director of the Foundation who will work closely with you in development of this new programme. The Foundation currently has five staff, now growing to eight. We are a tight knit team that goes over and above to support one another.

This role will work closely with the role we are advertising in parallel, the Head of Careers & Talent Development. That role is more at the "supply" end – identifying and engaging graduates and other potential candidates to engage with employers.

## Key Responsibilities

Broadly, the main duties and responsibilities will include, but not be limited to, the following:

- Build and manage employer partnerships across all target sectors; journalism, law, arts, public policy, and tech/AI
- Ensure our CRM system is maintained to track all external and internal communication for your area of work
- Convene roundtables and sector networks.
- Deliver employer engagement on employment practices that will support recruitment and retention of the best British Muslim young people
- Collaborate with internal colleagues to align employer needs with graduate pathways.
- Collaborate with Comms function to ensure internal and external promotion

## Person Specification

When completing the cover letter in the process of applying for the role, ensure that you address how you meet each of the “essential” criteria in the person specification and where relevant how you meet the “desirable” criteria.

### 1. Experience

Essential	Desirable
Minimum five years' professional experience in a related role	Specific experience working in one of the target fields: journalism, law, arts, public policy, and tech/AI
Experience in employer engagement or partnership management	
Understanding of recruitment practices and workplace culture within British employers	
Commitment to equity and supporting underrepresented communities.	

### 2. Skills & Abilities

Essential	Desirable
Strong communication and facilitation skills	
Solutions focused – the ability to find ways to make things work rather than to find problems	
An understanding of the challenges facing the British Muslim community	

## Advice when applying for roles at The Aziz Foundation

We want to support you in making a strong application to The Aziz Foundation. Below is some helpful advice about our application process.

**To apply for the role, you will need to upload a CV and a supporting statement to the Charity Job portal explaining why you want the role and how you meet the person specification**

### **Uploading your CV**

Please upload your CV in Microsoft Word or PDF format.

In your CV it's important to be clear on what you **personally** did/achieved. References to being “**part of a team** that did X, Y and Z” doesn't tell a recruiter what your personal contribution was to any achievement.

Include your CV for correspondence and phone number on your CV.

### **Your supporting statement**

This is your opportunity to build on your CV and to **clearly demonstrate how you meet the requirements for the position you are applying for**. It is important that you refer to the requirements listed within the person specification.

Please include:

1. A brief explanation of why you want to work for us. It won't be scored, but it offers a helpful introduction to you and your motivations for applying. It's a chance to share what draws you to The Aziz Foundation.
2. We score applications against criteria, listed under the 'Essential' and 'Desirable' criteria headings in the person specification. Provide examples from your experience demonstrating how your previous roles give you the skills and expertise to fit the criteria. We may also refer to your work history section where you have detailed responsibilities of previous positions. However, we will mainly rely on your supporting statement for evidence of your fit to the person specification. **If you ignore the person specification and write a very generic application you will not be shortlisted.**

**Top tip (not a requirement but advice...):** Structure your supporting statement into clear paragraphs, each one directly aligned with a specific criteria from the job advert. This structure helps ensure your experience is easy to follow and fully addresses what the panel is looking for.

We ask that all applications are completed online, however if you require reasonable adjustments that prevent you completing an application, please contact us to explain what adjustment you require at [enquiries@azizfoundation.org.uk](mailto:enquiries@azizfoundation.org.uk).

Each vacancy will include specific timelines. Please note that applications submitted after the closing date cannot be considered.

### **A Note on Using AI Tools in Your Application**

We understand that writing an application can feel daunting, and it's completely okay to seek support. AI tools like ChatGPT, Gemini, Copilot and Claude can be helpful for organising your thoughts, refining your wording, and checking grammar especially if written communication isn't your strongest area.

AI can provide a useful starting point but it's important that your job application reflects you, your voice, your experiences, and your motivations. We are looking to understand who you are as an individual and all your experience with examples related to your working history.

## **Following your application**

We will always provide an update on your application following shortlisting. Keep an eye on your inbox, portal and junk mail as we sometimes do find our emails find their way in there. We do not have the capacity to give detailed feedback on those who are unsuccessful at application stage.

## **Interviews**

If you're selected for interview, you may be asked to prepare a presentation or to complete a task on the day. You will be informed of this in advance of the interview.

Interviews are almost always in person at our offices in the West End of London.

We're looking for authenticity in your responses at interview, so while preparation is encouraged, we ask that you avoid scripted answers. Our interviewers will likely ask follow-up questions to explore your examples in more depth and understand your genuine approach and thinking.

Whilst at present the plan for this role is to have a single interview stage, we reserve the right to invite you for a second interview. You may also be asked to speak to one or more members of the board of trustees.

## **References**

We will ask for two referees if we provisionally offer you the role. Any job offer will not be finalised until we have completed reference checks and any other pre-recruitment checks.

Should you have any questions, please email: [enquiries@azizfoundation.org.uk](mailto:enquiries@azizfoundation.org.uk)

**Good luck!**