



Trustee - Role Description

Role Title:	Trustee
Location:	London, United Kingdom
Salary:	Voluntary - Unpaid
Commitment:	<ul style="list-style-type: none">• <i>2 years commitment</i>• <i>Attend Trustee Board meetings quarterly as well as annually</i>• <i>Physical presence at meetings is ideal, but video conferencing is also available for those who are unable to attend in person</i>• <i>Reply to email correspondence in a timely way</i>
Role Purpose	<ul style="list-style-type: none">• <i>To ensure that Zubeda Welcome fulfils its duty to its beneficiaries and delivers its vision, mission and values</i>• <i>To ensure the board fulfils its duties and carries out effective governance of the charity</i>• <i>To act as an ambassador for the charity and its work, vision, mission and values</i>
Start date:	Immediate

Recruitment Process

To make an application please apply on our **website** with your CV and a covering letter of no more than two sides of A4 setting out why you are interested in the role and how you meet the person specification. Please email info@zubedawelcome.org if you have any questions. If you meet the criteria, one of our representatives will contact you within five working days.

About Us

Zubeda Welcome is an award winning, faith-based UK registered charity no. **1198710** set up to support refugee children in the UK. Zubeda Welcome's niche focus is to support refugees with madrasa (Islamic school) fees to help them retain their faith.

Collectively, our initiative seeks to empower refugee children to overcome the barriers posed by displacement. By nurturing their faith, facilitating Islamic education to help them retain and strengthen their deen and Muslim identity. The ripple effects extend beyond the individual child, positively



impacting families and fostering a sense of community that transcends cultural and religious boundaries. Ultimately, our goal is to pave the way for a brighter and more hopeful future for these resilient young muslim individuals as they navigate the challenges of rebuilding their lives in a new environment.

By ensuring access to high-quality Islamic education, we anticipate that refugee and asylum seeker children will develop a profound understanding of their faith within the UK context. This not only fosters a sense of belonging and connection to their religious identity but also instils confidence in themselves and their community. As a result, parents will naturally integrate into the community, receiving support and valuable information for rebuilding their lives. There are approximately 365,000 refugee and asylum seekers in the UK (UNHCR,2022), of which more than half are muslim.

Visit our website for more information : www.zubedawelcome.org

Trustee responsibilities

- Give strategic direction to the charity, developing and setting overall strategy and policy, defining goals and setting targets and evaluating performance against agreed targets
- Work collaboratively with all trustees and the executive, supporting the delivery of our strategic priorities
- Ensuring that the charity's governance is of the highest possible standard
- Zubeda Welcome's strategic priorities are financially appraised and budgets are aligned to both short-term and long-term objectives
- Support the Board's duty to ensure proper accounting records are kept; financial resources are controlled, invested and efficiently spent in line with governance, legal and regulatory requirements
- Ensuring compliance with legal, statutory and regulatory responsibilities
- Act as an ambassador for Zubeda Welcome, representing the charity at meetings and facilitating network and funding opportunities as these arise
- Take some responsibility for fundraising, whether that be through utilising your own network for funding opportunities or supporting fundraising activities
- Use professional expertise and experience to provide guidance and advice on the development, management and impact assessment of existing and new programmes and projects
- Use professional expertise and experience to provide guidance and advice on potential partnership opportunities to broaden our reach and increase our impact
- Review planning/budgeting processes in participation with the Board and constructively challenge where required
- Be actively involved in recruitment of new talent for the charity e.g. increasing our volunteer and employee capacity
- Maintain oversight of the charity's fundraising



- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

Please also familiarise yourself with the [Government's guidance on being a Trustee](#).

Person specification:

- Personal integrity, is honest and trustworthy
- Time to commit to the organisation, its current functions and development
- A commitment to Zubed Welcome's mission, values and strategic aims.
- A commitment to the faith needs of refugees and asylum seeking children and raise awareness about eman needs
- Preparedness to promote Zubeda Welcome to contacts and networks
- Preparedness to represent Zubeda Welcome at external events (including public meetings and fundraising events) and promote its work, mission and values
- Objective and independent judgement
- An ability to think creatively
- A willingness to speak their mind as well as listening to others
- An ability to work effectively as a member of a team and to make decisions in the best interests of Zubeda Welcome

Essential requirements

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Currently holds a DBS certificate or is willing to complete DBS check
- Reference checks

Experience

- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences



Standard Clauses

- The post holder will work within all policies, procedures and budgets set by Zubeda Welcome.
- The post holder will act at all times in the best interest of Zubeda Welcome.
- The post holder will form effective working relationships with all colleagues, volunteers and outside organisations as appropriate.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder will not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.