

Chief Executive Officer

Appointment Brief | July 2026



WELCOME LETTER

Thank you for your interest in the Chief Executive Officer role at Muslim Aid.

This is an important moment for our organisation. Over the past year, we have taken deliberate steps to reset our structures, strengthen our financial foundations and sharpen our organisational focus. This work has positioned Muslim Aid for an ambitious chapter ahead. We are now looking for a Chief Executive who can build on these foundations and lead us forward with clarity, purpose and conviction.

We are seeking a leader who combines values-driven leadership with strategic depth - someone who can prioritise decisively, engage credibly with the wider humanitarian and development sector, and translate insight into action. We want a CEO who brings fresh thinking, is willing to challenge convention where needed, and can position Muslim Aid to respond effectively to a fast-changing global landscape.

This role calls for a genuine commitment to transformation: not simply sustaining what exists, but strengthening our effectiveness, deepening our impact and building a resilient, future-ready organisation. We also expect our CEO to build and empower a high-performing, diverse and inclusive leadership culture - one that reflects our values and is equipped to lead in a complex world.

You will be joining a committed Board and a dedicated team, all bound by a strong sense of purpose and responsibility to the communities we serve.

If you are motivated by impact, grounded in values, and ready to lead with clarity, ambition and integrity, we warmly welcome your application.

Yours sincerely,

Raihan Alfaradhi
Chair of the Board



Muslim Aid Pakistan
Shelter # MA - 23 - 02
Name of Beneficiary: Muhammad Hanif
Village: Mirpur
District: Faisalabad
Construction of 02
Room Shelter



ABOUT US

Founded in 1985, Muslim Aid is a UK-based, faith-driven international humanitarian and development organisation.

For over four decades, it has worked to serve communities affected by conflict, disasters, poverty and inequality, providing both life-saving assistance and longer-term support to help build resilience and self-sufficiency.

Rooted in the belief that supporting others is central to our shared humanity, Muslim Aid works with people of all faiths and none, delivering programmes that respond to immediate needs while contributing to sustainable, locally led development.

Headquartered in London, Muslim Aid operates through a global network of country offices, partners and affiliates. The organisation delivers its work across five core areas: emergency response, sustainable livelihoods, health, education, and dignified housing, reflecting its commitment to holistic and impactful interventions

OUR VISION AND MISSION

Muslim Aid is governed and led in accordance with the teachings of the Holy Qur'an and Sunnah. The organisation's vision and mission are rooted in its faith-based values and commitment to humanitarian and development work.

Our Vision: A world that is just and harmonious, as ordained by Allah (God), where everyone can achieve their potential with dignity.

Our Mission: To apply our values to achieve a just and sustainable world, working together with communities, people and partners to provide effective relief and development in times of crisis, and to build resilience and self-sufficiency on their own terms.

OUR CORE VALUES

Muslim Aid's identity and global operations are guided by five fundamental Islamic values that shape its organisational culture, strategy, and partnerships:

Dignity (Karamah): Treating people with respect, valuing their agency and enabling self-sufficiency.

Compassion (Rahma): Building relationships grounded in empathy, understanding and care for the needs of others.

Service (Khidmah): Putting the needs of those we serve first, ensuring our support reflects their priorities and dignity.

Justice (Adl): Placing fairness at the heart of our work and striving for just outcomes for the communities we support.

Excellence (Ihsan): Striving for the highest standards through accountability, innovation, and continuous improvement.



LOOKING FORWARD

As Muslim Aid enters its next phase, it is guided by a clear ambition to strengthen its role as a values-led, globally relevant humanitarian and development organisation. Building on strong foundations, the organisation is focused on delivering greater impact through a more strategic, collaborative, and future-focused approach.

Central to this next phase is a commitment to localisation, enabling communities to lead their own development and emergency responses and to advocacy

that challenges the root causes of poverty, inequality, and injustice. Muslim Aid will continue to deepen partnerships across the sector, embracing collaboration, innovation, and continuous learning to remain responsive in an increasingly complex global environment.

At the same time, the organisation is strengthening its financial sustainability, governance, and operational effectiveness to ensure that it remains resilient, accountable, and fit for the future. Muslim Aid aims to deliver lasting, systemic change and maximise the impact of every resource entrusted to it.

STRATEGY

Muslim Aid is currently executing a phased organisational transformation designed to secure its long-term future and maximise global impact.

Having completed its Phase 1 transition, the organisation has established a streamlined Leadership Team comprising a Head of Growth, a Head of Impact, and a Chief Operating Officer. Phase 2 structural shifts - which involve designing departmental frameworks that fit within reduced budget envelopes while maintaining operational efficacy - are due for completion in 2026, overseen by an Interim CEO who will hand over to the incoming permanent CEO.

The incoming Chief Executive Officer will work closely with the Board of Trustees to refine and implement Muslim Aid's Strategy 2030. The Board has already agreed the strategic direction and key focus areas; however, the strategy remains a working document requiring further development, organisational alignment and effective execution. The CEO will be also expected to make strategic organisational changes, including around fundraising and localisation.

A primary strategic priority is achieving financial sustainability through the diversification of funding streams. The CEO will identify new avenues of income, strengthening partnerships across public donations, institutional donors, trusts, government agencies, and high-net-worth individuals.

Internally, the future direction prioritises robust financial management, comprehensive risk mitigation, and structural transparency across the UK headquarters and all international country offices. The strategy aims to cultivate a highly collaborative working relationship between the Board of Trustees and the newly formed Leadership Team, fostering an inclusive, high-performing, and values-driven culture. By driving these governance and operational updates, the new CEO will expand Muslim Aid's public profile, enhance the measurable impact of its humanitarian and development work, and actively protect civil society space for Muslim international NGOs on the global stage.



FINANCES

Muslim Aid has recently completed a significant organisational restructure to strengthen its financial foundations and deliver a balanced operating budget going forward. Further financial detail will be shared with shortlisted candidates as part of the process.



EQUITY, DIVERSITY AND INCLUSION STATEMENT

Muslim Aid is committed to building and sustaining an inclusive workplace where everyone is treated with dignity, fairness and respect.

We adopt a zero-tolerance approach to discrimination, harassment and victimisation on any of the protected characteristics set out in the Equality Act 2010.

We are proud of our diverse workforce and are committed to creating an environment where colleagues from all backgrounds can thrive and contribute to our mission. We continue to strengthen our inclusive culture through regular training and development, including Equality, Diversity and Inclusion (EDI), Dignity at Work, Sexual Harassment, Leadership and Management, Safeguarding, Mental Wellbeing and Investigation training, alongside initiatives such as our Sexual Harassment Survey.

We welcome applications from candidates who share our commitment to equity, diversity and inclusion and who will champion these values across the organisation.



ORGANISATION STRUCTURE

The CEO will provide strategic leadership across the organisation and will have direct responsibility for the leadership team: Head of Growth, Head of Impact, Chief Operating Officer. The CEO also line manages a Governance and Performance Manager and an Executive Officer. Legal and Compliance support is provided through an outsourced arrangement. The CEO will also work closely with the Chair and Board Committees to deliver the organisation's strategic objectives.

In addition, the Internal Audit lead has a functional reporting line to the Chair of the Finance and Audit Committee (FAC) and a dotted-line reporting relationship to the CEO for operational matters.

ROLE DESCRIPTION

CHIEF EXECUTIVE OFFICER

Salary:

Competitive salary, commensurate with experience.

Location:

London, hybrid working with 2 to 3 days in the office.

Reporting to:

The Board of Trustees (line managed by the Chair of the Board of Trustees).

Direct Reports:

- Head of Growth
- Head of Impact
- Chief Operating Officer
- Governance and Performance Manager
- Executive Officer to CEO

PURPOSE

- Working with the Board of Trustees, the post holder will help shape and lead implementing the strategic direction of Muslim Aid towards the organisation's next phase of development and growth.
- The post holder will provide leadership and drive the implementation of the agreed vision, strategy and delivery in the UK and internationally, build strategic partnerships, represent Muslim Aid with key stakeholders and in the media, and grow the organisation's profile by promoting the impact of its work.

KEY RESPONSIBILITIES

Strategy, Planning and Organisational Design

- Partner with the Board to design and execute a sustainable, long-term strategy aligned with Muslim Aid's mission.
- Hold primary accountability for global operational delivery, future funding security, and Board-level KPIs.

Leadership and Management

- Lead and empower the newly consolidated Leadership Team to deliver across their functions.
- Drive a high-performance, inclusive culture rooted in Muslim Aid's core values: Dignity, Compassion, Service, Justice, and Excellence.
- Embed robust performance metrics, talent retention strategies, and structural controls to enable effective Board oversight.

External and Internal Relations

- Foster seamless collaboration between the Board, the Executive Team, and international country offices.
- Act as chief ambassador, forging powerful strategic partnerships across government, institutional, and private sectors.
- Ensure the feedback of right-holders directly informs organisational learning and continuous improvement.

Promoting the Organisation

- Champion innovative income generation strategies to diversify funding and build sustainable partnerships.
- Elevate Muslim Aid's impact, public profile and global reputation through proactive stakeholder advocacy.

Finance and Risk

- Oversee global financial health, ensuring budget controls, transparent reporting, and effective resource stewardship.
- Ensure comprehensive global regulatory compliance and proactively mitigate organisational risks.
- Provide timely, strategic counsel to the Board to support their governance and fiduciary responsibilities.
- Ensure comprehensive compliance with all applicable legal, statutory, and regulatory requirements globally.
- Support the Board of Trustees in fulfilling their governance and fiduciary responsibilities by providing timely, accurate, and strategic advice.

Other

- Undertake international travel as required to support our global country offices and humanitarian responses.
- Comply with organisational policies, including data protection, IT, and document management.
- Undertake any other senior duties commensurate with the responsibilities of the post.

BENEFITS

- 25 days' annual leave, plus 4 privilege days
- Hybrid and flexible working
- Employer pension scheme
- Company sick pay, with entitlement increasing with length of service
- Enhanced family leave policies
- Paid time off for medical appointments
- Two-hour lunch break on Fridays

PERSON SPECIFICATION

QUALIFICATION

- Qualified to UK Degree standard or equivalent.

EXPERIENCE AND KNOWLEDGE

- Proven senior leadership experience driving complex organisational transformation and delivering strategic change.
- Significant executive leadership within the NGO, humanitarian, or international development sectors, with a track record of effective Board and stakeholder engagement.
- Demonstrable success in building financial sustainability, developing new funding opportunities, and diversifying income streams.
- Experience leading organisational strategy across multiple functions (operations, international programmes, fundraising) to align delivery and maximise sustainable growth.
- Extensive experience acting as a senior ambassador, building powerful strategic partnerships with donors, media, and other key external actors.
- Understanding of Islamic principles relating to charity and social justice, combined with strong knowledge of UK charity governance and regulatory requirements.
- Comprehensive grasp of the international humanitarian sector, including external political, funding, and regulatory environments.

Desirable:

- Leadership experience gained both within and outside the Muslim charitable sector, bringing broad strategic adaptability.
- Knowledge of international humanitarian standards and development themes (e.g., Livelihoods, Education, Health, and emergency response).
- Familiarity with business management best practices, quality management frameworks, and Charities SORP reporting.

SKILLS AND ABILITIES

- Exceptional leadership, communication, and interpersonal skills to direct and inspire multidisciplinary teams.
- Strong advocacy and relationship-building capabilities, able to bridge donor communities and protect civil society space for Muslim INGOs.
- Highly developed analytical and complex organisational problem-solving skills.
- High emotional intelligence, resilience, and adaptability when navigating pressure and tight deadlines.
- Sharp commercial acumen with the ability to understand and mitigate risk across various contexts.
- Willing and able to travel frequently to support our global network.

FAITH-BASED LEADERSHIP AND STAKEHOLDER EMPATHY

Muslim Aid's strength lies in the immense generosity and spiritual commitment of its community. The CEO must possess the emotional and cultural intelligence to navigate and respect the nuances of a major Muslim institution. The successful candidate will demonstrate a deep empathy for our donors' religious obligations and successfully harmonise those traditions with modern, sustainable development. You must be fully committed to protecting our Islamic ethos and leading the organisation in alignment with our foundational values.

CHILD AND VULNERABLE ADULT SAFEGUARDING LEVEL

We are committed to the safeguarding and protection of children and vulnerable people. This post is subject to rigorous vetting checks, including a criminal records disclosure (DBS) or its international equivalent for non-UK residents, to ensure suitability for this vital work.

COMMITMENTS AND COMPETENCIES

Core Commitments:

Unwavering dedication to Muslim Aid's mission, vision, and values, alongside a commitment to equality, diversity, inclusion, and the Global Safeguarding Policy.

Leadership and Team Working:

Inspires others, builds open Board relationships, and drives strategic priorities through effective resource stewardship.

Communication:

Engages staff, trustees, and stakeholders with clarity, credibility, and active listening.

Performance and Results:

Ensures objective delivery through clear priorities, strong oversight, and sound judgement.

Innovation:

Promotes continuous improvement, learning, adaptability, and effective change management.

HOW TO APPLY



To apply for the role, please upload your CV together with a supporting statement (of no more than 1000 words) onto the Prospectus website via the link.

For guidance on formulating your supporting statement, please review our guide [here](#).

Please ensure that you have included a telephone number, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

If you wish to apply using an alternative format please contact Prospectus on 020 7691 1920 or email

executive.admin@prospect-us.co.uk

Applications via the Prospectus website should be made at:

<https://prospect-us.co.uk/job/195157>

At Prospectus we believe passionately that a truly inclusive workplace leads to increased social impact. We are committed to supporting our clients build more inclusive teams. To understand how we are performing, we ask that you kindly complete the brief equal opportunities questionnaire when you submit your application via our website. Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the consultants never see individual responses to the questionnaire.



RECRUITMENT TIMETABLE

Deadline for applications:
9th August

Interviews with Prospectus:
w/c 17th and w/c 24th August

Interviews with Muslim Aid:
Stage 1: w/c 7th September
Stage 2: w/c 14th September

QUERIES

If you wish to have an informal discussion about the opportunity, please contact our retained advisor Omar Begg at Prospectus via email:
Omar.Begg@prospect-us.co.uk



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