



CHIEF EXECUTIVE OFFICER

Information Pack

MAY 2025

Table of Contents

About Islamic Relief	3
Our Global Strategy	4
Our Vision	5
Our Values	6
The Role: Job description	7
Benefits at Islamic Relief for UK based staff	11
How to apply	12

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](#)

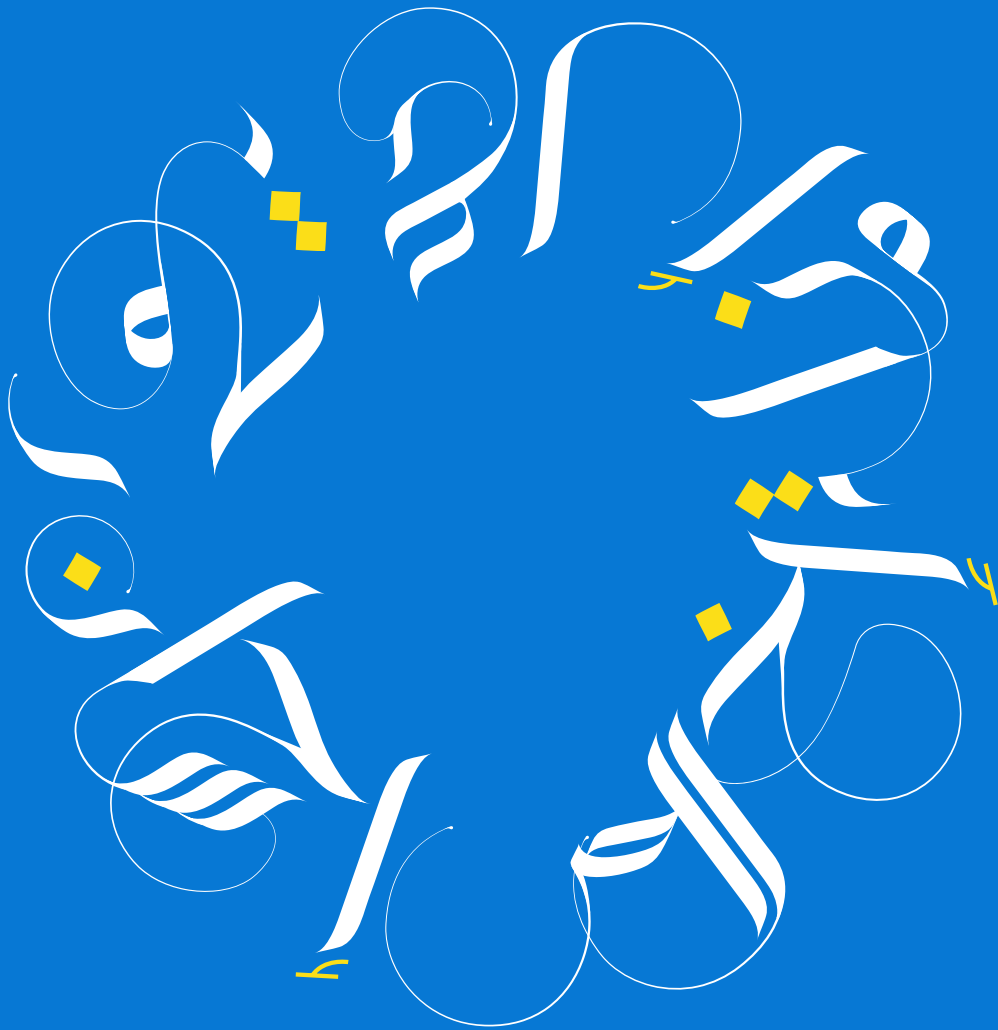


OUR VISION

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.

THE ROLE

Chief Executive Officer

JOB DESCRIPTION

Base location:	Birmingham, UK
Reporting to:	Islamic Relief Worldwide Board of Trustees
Salary:	Competitive
Line management responsibilities:	Divisional Directors CEO office staff

PURPOSE OF ROLE:

To provide visionary leadership to Islamic Relief Worldwide (IRW) that inspires, engages and motivates employees, supporters and partners. The CEO will deliver IRW's vision and mission while further strengthening the organisation's leading position within the global NGO community.

KEY WORKING RELATIONSHIPS

- As Chief Executive Officer working closely with the Board of Trustees, Board of Directors, IR Family Council and IRW's International General Assembly (IGA).
- To represent Islamic Relief Worldwide with governments, institutional donors, other public bodies, key stakeholders, the media and the wider public.

SCOPE AND AUTHORITY:

- To provide strategic leadership across Islamic Relief Worldwide's global network, ensuring effective alignment, accountability, and delivery of the organisation's mission across diverse operational contexts. To ensure that IRW meets all legal and compliance requirements and to work constructively with the Board of Trustees to ensure they can provide effective governance.
- To be politically aware and able to navigate the socio-economic and political environments of crisis afflicted regions where the majority of IRW's programmes are delivered.
- To take responsibility for the overall delivery of results by the organisation.
- To ensure that, by leadership and example, IRW's overall aims, objectives and purposes are shared throughout the organisation.



KEY ACCOUNTABILITIES

Providing support to Islamic Relief's Global Governance

- To provide the necessary support to the International General Assembly and Board of Trustees as and when their meetings convene and between the meetings including secretarial and other administrative support
- To manage the IGAs and Board of Trustees budget
- To provide all the necessary and appropriate support to the Membership Accreditation Committee (MAC) and any other committees formed by the IGA either on permanent or Ad-Hoc basis.
- To lead the Family Council (CEOs of IRW Partner offices) ensuring that the family work and strategy are appropriately aligned and coordinated
- To ensure that the most effective method is adopted in collaborating and coordinating our work with the IR family through the Family Council and other platforms

Leading and Managing People

- To create a strong, positive cross-functional team culture where employees thrive and excel.
- To provide clear direction and support, to manage the Board of Directors and to ensure that its decisions are effective and its performance is efficient.
- To ensure that staff are motivated to fulfil IRW's aims and objectives through the management, remuneration, reward and staff development policies.

Planning and Managing Resources

- To oversee the allocation and application of resources determined by the Board of Trustees and to keep these under review in-year against corporate priorities and targets to ensure the best value for money.
- To ensure that IRW has effective and efficient planning systems and processes to deliver its work and utilise its resources, including the organisations' finances, people and materials.

Analytical, Innovative Thinking and Problem Solving

- To recommend to the Board of Trustees and to the Board of Directors the level of resources and their application required to carry out IRW's remit and achieve its priorities.
- To guide the development of IRW's policies and strategies for the approval of the Board of Trustees.

External Relations and Partnership Working

- To raise the profile and represent the work of IRW compellingly to Governments, Institutional Donors, other public bodies, key stakeholders, the media and the wider public, generating income and driving advocacy.
- To ensure the most favourable reputation possible for the organisation through the calibre of IRW's work and through applying the principles of openness and accountability in all that IRW does.
- To work collaboratively with colleagues from the wider IR family as one team to achieve common goals

Quality, Standards and Service Delivery

- To provide leadership in risk management, marketing, financial and programme goals and to hold leaders accountable for delivery as appropriate.
- To ensure compliance with all statutory obligations and industry standards, striving for excellence in all areas of work.

PERSON SPECIFICATION

It is essential that the post holder demonstrates a deep understanding of IR's faith inspired values and principles as well as a commitment to IRW's vision and mission.

SKILLS AND EXPERIENCE

Essential Requirements:

- Visionary and inspiring leader with demonstrable success in strategic leadership and galvanising diverse, multi-functional teams within substantial, complex international organisations. You will have a proven track record of transformational leadership and the ability to navigate complex political landscapes while maintaining organisational integrity.
- Deep affinity with humanitarian principles and Islamic values, demonstrating thorough understanding and the ability to authentically integrate this perspective within humanitarian circles. Your leadership approach should reflect Islamic principles of compassion, justice, and ethical conduct in all decision-making processes.
- Accomplished leader with a proven track record of developing high-performing leadership teams, robust processes, and effective systems that drive sustainable organisational growth.
- Compelling public speaker and ambassador who builds influential relationships with key stakeholders (governments, media, donors) to champion Islamic Relief Worldwide's mission and secure vital support. You must be comfortable representing IRW at the highest levels, and communicating with our rights holders, in equal measure, always articulating our vision to diverse audiences to secure partnerships that advance our humanitarian mission.
- Financial stewardship with proven commercial acumen and strategic resource management capabilities. You will have experience managing substantial budgets, diversifying funding streams, and ensuring resources are allocated efficiently to maximise impact for our rights holders.
- Relevant postgraduate, or equivalent professional qualification.
- Fluent in English (both written and verbal communication) is essential and proficiency in additional languages such as French, Arabic, Spanish or Russian is considered an advantage.

Desirable Requirements:

- Substantive experience within the global humanitarian or international development sector, particularly with organisations operating in multiple countries with diverse cultural contexts and compliance requirements.
- Advanced proficiency with emerging technologies and digital media platforms to enhance organisational reach and impact, including experience leveraging data analytics, digital fundraising strategies, and innovative communication approaches.
- Understanding of humanitarian management and regulatory frameworks.
- Skills and experience in conflict resolution.
- Superior emotional intelligence, genuine empathy, and passionate commitment to developing and empowering others. You will foster an inclusive organisational culture that values diversity and promotes collaboration across all levels.

COMPETENCIES

1. Strategic and Visionary Leadership

- Strategic Thinking and Vision Setting
- Systems Leadership across Complex Global Networks
- Organisational Development and Change Management
- Governance and Board Engagement

2. External Influence and Partnership

- Stakeholder Engagement and Advocacy
- Global Collaboration and Partnership Building
- Communication and Public Representation

3. Operational and Financial Excellence

- Financial Stewardship and Resource Optimisation
- Planning, Execution, and Risk Management
- Decision-Making and Accountability

4. Values-Driven and Inclusive leadership

- Embedding Faith-Inspired Values and Humanitarian Principles
- Leading Diverse, Multicultural Teams with Integrity
- Emotional Intelligence and Personal Growth

STRUCTURE OF ISLAMIC RELIEF WORLDWIDE



BENEFITS AT ISLAMIC RELIEF FOR UK BASED STAFF

We have a comprehensive benefits package including:

- ✓ Enhanced annual leave (starting from 26 days and additional 4 days for Eid)
- ✓ Enhanced maternity package and paternity leave
- ✓ Health care cash plan
- ✓ Personal development opportunities
- ✓ Employee assistance programme
- ✓ Car leasing and Cycle to work schemes
- ✓ Enhanced sick pay
- ✓ On-site parking (Birmingham office only)
- ✓ Company pension scheme
- ✓ Staff discounts

HOW TO APPLY:

To apply, please send your CV and a cover letter to CEORecruitment@irworldwide.org

The role is based in Birmingham, UK and the salary is competitive with benefits

The deadline for applications is 30th June 2025

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

FURTHER INFORMATION:

Our strategy: <https://islamic-relief.org/publications/islamic-relief-global-strategy-framework-2023-2033/>

Our work and finances: <https://islamic-relief.org/about-us/annual-reports/>

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Proof of eligibility to live and work within the UK
- Enhanced screening clearance.
- Receipt of satisfactory references including the Inter-Agency Misconduct Scheme Reference where applicable.
- Disclosure and Barring Service (DBS) check.

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.