

Job Description

Job Title: Director

Responsible to: Board of Trustees

Salary: £80,000 per annum

Contract: Full-time, Permanent

Location: Office-based role: Central London

Start: Immediate

About the Aziz Foundation

The Aziz Foundation is a family charitable foundation that supports British Muslim communities in critically engaging with public narratives and addressing the social challenges they face and those affecting wider society. We are committed to building a vibrant and impactful community of changemakers through our flagship Masters Scholarships programme, which has awarded more than 660 scholarships to British Muslims, and our pioneering Internships Programme, which creates paid internship opportunities at leading employers across the UK. In addition, the Foundation makes a small number of strategic grants annually to enhance the impact and reach of our core programmes.

Job Purpose

The Aziz Foundation is seeking an experienced, visionary, and values-driven Director to lead the organisation into its next phase of growth and impact. Reporting to the Board of Trustees, the Director will provide strategic leadership, oversee the delivery and development of the Foundation's programmes, and ensure that all activities remain aligned with the Foundation's mission and values.

Key Responsibilities

Strategic Leadership

- Provide clear and inspiring leadership to the Foundation, ensuring its strategic growth, sustainability, and effectiveness.
- Work with the Board to develop and implement long-term strategies that advance the Foundation's mission.
- Identify and respond to emerging trends, opportunities, and challenges relevant to British Muslim communities and the wider charitable landscape.

Programme Oversight

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- Oversee the effective delivery and continuous development of the Foundation's programmes.
- Evaluate the impact of programmes and ensure they continue to meet the needs of the communities served.
- Manage the Foundation's strategic grants portfolio, ensuring alignment with overall objectives and impact priorities.

Stakeholder Engagement

- Act as a key ambassador for the Foundation, representing it with credibility and integrity to external stakeholders, including grantees, universities, community organisations, internship partners, policymakers, and the media.
- Build strong, collaborative relationships across government, higher education, public, private and third sectors to advance the Foundation's work.

Organisational Management

- Lead and manage a committed team, fostering a culture of excellence, equity, and collaboration.
- Ensure strong financial oversight, governance, and compliance across all aspects of the Foundation's operations.
- Explore the introduction of new programmes or systems of working to enhance the impact of the Foundation.
- Work closely with the Board of Trustees, supporting them with timely, relevant information to inform governance and strategic decision-making.

Weighting of responsibilities and duties

- Strategic Leadership - 50%
- Stakeholder Engagement - 25%
- Organisational Management - 25%

Person Specification

Essential

- A strong personal commitment to the values and mission of the Aziz Foundation*.
- Proven experience in senior leadership, preferably within the charity, education, or community development sectors.
- A strong track record of strategic planning, organisational development, and programme management.
- Demonstrated ability to engage effectively with stakeholders, including minority communities, institutional partners, and senior decision-makers.

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- Excellent communication and advocacy skills, with the ability to represent the Foundation publicly.
- Experience managing teams and budgets, with a collaborative and empowering leadership style.
- Understanding of the social challenges facing British Muslim communities, and a nuanced awareness of the UK's social, political and educational landscape.
- Lived experience or deep understanding of issues affecting British Muslim communities.

Desirable

- Experience working with or within higher education or scholarship programmes.
- Familiarity with philanthropic grantmaking.

How to Apply

Please send your CV and a cover letter (of no more than 1,000 words) outlining your interest in and suitability for this role to all@azizfoundation.org.uk by **Monday, 30th June 2025, 4 pm.**

We encourage early applications, as interviews will be conducted on a rolling basis and the position may be filled before the application deadline.