# ROLE DESCRIPTION FOR HIDAYAH CHAIR OF TRUSTEES

Do you want to make a real difference in people's lives, lead a passionate team, and help shape the future of an impactful community organisation? Join Hidayah as our Chair of Trustees in this volunteer-based role.

Hidayah is a volunteer-led organisation supporting LGBTQ+ Muslims through community support, advocacy, education, and wellbeing initiatives. It creates safe, inclusive spaces where people can connect, feel empowered, and have their voices heard, while promoting equality and positive change across the UK and beyond.

## WHAT IS THE PURPOSE OF THE ROLE?

The Chair of Trustees provides strategic leadership to Hidayah, ensuring the organisation is well-governed, sustainable, and aligned with its mission and values.

## PERSON SPECIFICATION

**Essential Knowledge & Experience**

- Strong understanding of charity governance, trustee responsibilities, and voluntary sector best practice.
- Proven leadership and strategic planning experience, ideally within a charity or community organisation.
- Experience leading and supporting teams, volunteers, or projects in a collaborative environment.
- Ability to operate effectively at both strategic and operational levels.
- Experience building partnerships, supporting organisational growth, and contributing to long-term sustainability.
- Understanding of safeguarding, equality, diversity, and inclusion within community-focused organisations.

**Essential Skills & Attributes**

- Strong leadership, communication, and decision-making skills.
- Ability to chair meetings and support effective teamwork.
- Good organisational and strategic planning abilities.
- Strong interpersonal and people management skills.
- Understanding of safeguarding, equality, diversity, and confidentiality.
- Good administrative and IT skills.

To apply for this role, please send your **CV and cover letter** to Emmanuel at hr@hidayahlgbt.co.uk.

- Ability to work independently and use initiative in a volunteer-led environment.

## WHAT DO WE EXPECT FROM A CHAIR OF TRUSTEES

**Key Responsibilities**

The Chair will:

- Chair Trustee Board meetings and the AGM.
- Provide strategic leadership and oversee organisational development.
- Ensure compliance with Hidayah's constitution, policies, and governance procedures.
- Support the implementation of the annual Strategic Plan.
- Oversee policy development, safeguarding, and organisational compliance.
- Support and supervise staff, consultants, or volunteers where required.
- Build partnerships and support fundraising initiatives.
- Represent Hidayah externally and promote its mission and activities.
- Contribute to the Annual Report and organisational administration.
- Act as a bank signatory where required.

## WHAT BENEFITS DO I GET FROM THIS ROLE?

- Opportunity to make a meaningful and lasting impact in LGBTQ+ Muslim communities.
- High-level leadership experience in charity governance and strategic decision-making.
- Professional development in leadership, board management, and organisational strategy.
- Valuable networking opportunities with community leaders, partners, and stakeholders.
- Experience working with a passionate, diverse, and values-driven team.
- Opportunity to shape the growth and direction of Hidayah.

To apply for this role, please send your **CV and cover letter** to Emmanuel at hr@hidayahlgbt.co.uk.