



## Trustee, Board of Trustees

### *(Voluntary)*

*The Muslim Youth Helpline (MYH) is a national award-winning charity providing faith and culturally sensitive support services to young Muslims across the UK. MYH is the first point of call for many of the issues that young Muslims experience which range from mental health, abuse, pornography addictions and identity to name just a few.*

*Its core service is a free and confidential helpline open seven days a week via telephone, email, internet chat and WhatsApp to support its young beneficiaries. MYH prides itself on its values: non-directional, non-judgemental, empowerment.*

The Board of Trustees are opening up the opportunity for a new Trustee to join the Board as MYH marks its 20th year anniversary later this year. If you have specific skills, knowledge or experience that could support the growth of a small, grassroots organisation that make national impact, we would love to hear from you.

To apply please email a copy of your CV and a cover letter to [Secretary@myh.org.uk](mailto:Secretary@myh.org.uk).

For further details please see the Job Description below.

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With best wishes,

*Sara*

Sara Wazifdar

Chairperson

*Jamilla*

Jamilla Hekmoun

Trustee

## JOB DESCRIPTION

Job Title: Trustee  
 Responsible to: Chairperson  
 Remuneration: Voluntary, expenses reimbursed  
 Hours: Approx 6-8 hours per month

## MAIN RESPONSIBILITIES

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- Respect the confidentiality of the board matters and discussions
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## PERSON SPECIFICATION

<b>Essential</b>	Commitment to the organisation and upholding its values
	Committed to safeguarding the organisation and its assets
	An understanding of mental health issues, access issues, Muslim community issues and/or youth issues
	An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
	Good, independent judgement
	An ability to think innovatively
	An ability to work effectively as a member of a team and make decisions collectively
	A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **NOTES**

Specified working hours are an indication only. The successful candidate may be required to adjust their time commitment at busier times of the year to meet business needs.

## **EQUALITY**

Muslim Youth Helpline (MYH) are committed to our Equality and Diversity Policy. Under Section D of our Equality and Diversity Policy (Policy Statements) MYH are committed to ensuring that all candidates are given equal access to our employment opportunities.

This is a voluntary role but reasonable expenses will be reimbursed.

## **HOW TO APPLY**

Please email a copy of your CV and Cover Letter to [Secretary@myh.org.uk](mailto:Secretary@myh.org.uk) if you would like to apply for the position.

For any informal queries, please email your contact details to [Secretary@myh.org.uk](mailto:Secretary@myh.org.uk) and a member of the team will call you back.