

Job Description

Head of Policy and Advocacy

Position Details

Job Title: Head of Policy and Advocacy

Location: London – Waterloo (SE1)

Hours: Full-time, 35 hours per week (4 days office-based, 1 day hybrid/remote)

Contract Type: 3 Years Fixed Term Contract

Reports to: CEO

Start Date: January 2026

Salary/Level: £42,000 – 45,000 per annum

Application Deadline: Rolling, until a suitable candidate is appointed (early applications are encouraged)

Interview Process: Interviews arranged on a rolling basis

About Muslim Charities Forum (MCF)

Muslim Charities Forum (MCF) is the UK's leading network for Muslim-led charities, strengthening the capacity, voice and impact of nearly 300 organisations. Guided by our pillars of Support, Connect and Represent, we champion excellence, transparency and social justice through resources, capacity-building, research and advocacy.

We work to tackle structural and funding barriers, influence government, policymakers and the wider sector, and build a more sustainable, equitable Muslim-led charitable landscape. Through strategic partnerships and collaborations, we drive systemic change and amplify the contributions of Muslim-led organisations across society.

Role Purpose

The **Head of Policy and Advocacy** will lead the strategic development and delivery of MCF's policy, advocacy and research agenda. The role involves shaping long-term strategy, building a robust evidence base, influencing government and policymakers, and representing MCF at senior levels across the charity, public and political sectors.

The postholder will engage proactively with central and local government, devolved authorities, and regional mayors, ensuring that the voices and experiences of Muslim-led organisations are represented in policy development and decision-making.

They will work collaboratively with MCF's Communications, Partnerships, and Systemic Change and Sector Capacity teams to ensure a coordinated and strategic approach that delivers sustainable, long-term impact.

Key Responsibilities

1. Strategy and Leadership

- Develop and deliver the next three-year Policy and Advocacy Strategy aligned with MCF's organisational objectives.
- Provide strategic advice to the CEO, Senior Leadership Team, and Board on policy opportunities and risks.
- Lead and develop the Policy and Advocacy team, fostering a high-performing, inclusive and collaborative culture.

2. Policy, Research and Insight

- Monitor and analyse UK policy and regulatory developments affecting Muslim-led civil society.
- Oversee research, consultations and data-driven insight to inform MCF's policy positions.
- Produce high-quality policy outputs, including reports, consultation responses and position statements.

3. Influencing and Stakeholder Engagement

- Lead MCF's engagement with central government, local authorities, devolved administrations and regional mayors, as well as regulators and sector networks.
- Build and maintain strategic relationships with ministers, parliamentarians, senior officials, think tanks and sector leaders.
- Coordinate MCF's public affairs activity, including roundtables, Select Committee and APPG engagement, and representation at high-level external forums.

- Strengthen MCF's profile as a credible and influential voice for Muslim-led civil society across all tiers of government and the voluntary sector.

4. Sector Capacity and Member Support

- Engage MCF's members and Muslim-led organisations in collective policy development and advocacy.
- Design and deliver tools, training and resources to build members' influencing capacity.
- Identify and advocate for structural solutions to sector-wide challenges, including funding inequality, regulatory barriers and intersectional disadvantage.

5. Monitoring, Evaluation and Reporting

- Develop and implement frameworks to assess the effectiveness and impact of MCF's policy and advocacy work.
- Provide regular progress reports to the CEO.
- Ensure compliance with charity law, lobbying and regulatory requirements.

Person Specification

Essential Criteria

- Significant experience (5+ years) in senior policy, advocacy or influencing roles within the UK charity or voluntary sector.
- Demonstrable success influencing government at national, local or devolved levels, achieving measurable policy or funding change.
- Strong understanding of the UK charity policy, funding and regulatory environment.
- Knowledge of the UK Muslim-led and/or faith-based civil society landscape.
- Experience amplifying marginalised voices and embedding lived experience into policy and advocacy work.
- Proven ability to lead teams and deliver organisational strategy.
- Excellent analytical, written and verbal communication skills, with strong political acumen.
- Commitment to social justice, equity and strengthening Muslim-led civil society.

Desirable Criteria

- Experience working with Muslim-led, faith-based or minority-led organisations.
- Understanding of intersectionality and its impact on underrepresented communities.
- Experience of research collaboration with academic institutions or think tanks.
- Proven track record in building partnerships for policy or advocacy initiatives.

Values and Behaviours

- Strategic and forward-thinking leadership.
- Collaborative and inclusive approach to diverse stakeholders.
- Resilience and adaptability in complex, fast-changing environments.
- Integrity and credibility in representing MCF and the wider sector.
- Strong commitment to diversity, equity and inclusion.
- Excellent communication skills, particularly in amplifying underrepresented voices.

Additional Information

This is a senior leadership position. Occasional evening or parliamentary activities may be required, along with UK-wide travel.

What We Offer

- The opportunity to lead impactful change within one of the UK's most dynamic faith-based networks.
- A collaborative, inclusive, and supportive working environment.
- Opportunities for professional growth, leadership, and innovation.

Application Information

To apply, please send a CV (no more than 2 pages) and a covering letter (max 1,000 words) explaining how you meet the essential criteria and your motivation and suitability for the post, to: info@muslimcharitiesforum.org.uk

We are an equal opportunities employer. We welcome applications from people of all backgrounds and are particularly keen to hear from candidates with lived experience of marginalisation and an understanding of Islamic ethos.

We reserve the right to withdraw this role once a suitable candidate is identified.

If you have not heard from us concerning your application within 6 weeks, please assume your application has been unsuccessful.

Interviews: Initial online short interview (stage 1), face-to-face in-office interview (stage 2).

**No agencies. UK residents only. Sponsorship is not possible for this post.
References will be taken up prior to appointment including relevant ID checks.**