

Trustee (Volunteer) x4 (Islamic, Finance, Compliance and Governance)

Role description

Organisation: The Muslim Lived Experience Network CIC

Role Type: Volunteer

Location: UK (remote working)

Time Commitment: 4 x 2.5hr board meetings per annum and up to 2hrs per month consultation (permanent)

Reports to: Director

Start Date: Immediate

About Us

The Muslim Lived Experience Network (mlxn.org.uk) is a lived experience-led organisation committed to supporting individuals experiencing mental health challenges. We offer faith-informed peer support interventions, lived experience-related workshops and events, Islamic talks on mental health related topics, hospital 'Muslim Faith Kits', training, consultation, ad hoc support and signposting.

Our team is made up of dedicated volunteers united by a shared mission to attain the pleasure of Allah (SWT). We strive to achieve this by bringing peer support and lived experience perspectives to our communities - to educate, reduce stigma and improve the quality of life for people living with mental health conditions.

Trustee Role

We are seeking four **Trustees** with expertise in Islamic knowledge, Finance, Compliance, and Governance. Candidates with experience in more than one area are welcome to apply as Trustees with expertise across multiple areas.

Although our organisation is currently a registered Community Interest Company (CIC), we would benefit from the guidance, oversight, and strategic advice that a trustee board can offer. Please note, our organisational structure may develop in time.

Applicants must understand and value the nuances of our work and mission as lived experience-led faith-centred mental health organisation looking to make a meaningful difference in the lives of others.

All volunteers, including Trustees, act as Ambassadors for MLXN and commit to positively promoting the network, its mission, and its work wherever appropriate.

1. Trustee – Islamic (Volunteer)

Role Purpose

The Islamic Trustee provides guidance and assurance that the organisation's work remains aligned with Islamic principles and values. This role supports the Board in ensuring that



services, content, and strategic decisions are faith-informed, ethically grounded, and appropriate within an Islamic framework.

Key Responsibilities

Faith & Values Guidance

- Provide advice on Islamic perspectives relevant to the organisation's work
- Ensure services and content are aligned with Islamic principles and ethics
- Support integration of faith-informed approaches within mental health work

Review & Assurance

- Review materials (e.g. talks, resources, programmes) for faith alignment where needed
- Offer guidance on sensitive or complex issues from an Islamic perspective
- Support maintaining authenticity and integrity in faith-based messaging

Advisory Role

- Provide input into strategic discussions where faith considerations are relevant
- Support the organisation in navigating religious and cultural sensitivities

Community & Representation

- Support credibility and trust within Muslim communities
- Act as an ambassador for the organisation where appropriate

Person Specification

- Strong grounding in Islamic knowledge ('ilm)
- Formal Islamic qualifications (e.g. Alimiyyah or equivalent)
- Experience applying Islamic knowledge in community, pastoral, or advisory contexts
- Ability to provide balanced, thoughtful, and context-aware guidance
- Understanding of, or interest in, mental health and lived experience approaches
- Strong ethical awareness and commitment to compassionate practice

Desirable:

- Experience working with Muslim communities in the UK
- Familiarity with faith-sensitive approaches to mental health
- Experience advising organisations or delivering Islamic talks/teaching

2. Trustee – Finance (Volunteer)

Role Purpose

The **Finance Trustee** provides oversight and guidance on the organisation's financial health, sustainability, and accountability. They support the Board in ensuring appropriate financial management, controls, and reporting are in place in line with CIC requirements and best practice.

Key Responsibilities

Financial Oversight

- Provide strategic oversight of the organisation's finances



- Review income, expenditure, and financial performance
- Ensure appropriate financial controls and processes are in place

Budgeting & Planning

- Support development and review of budgets and financial forecasts
- Advise on financial sustainability and resource allocation

Reporting & Compliance

- Review financial reports and ensure accuracy and clarity
- Support compliance with CIC financial reporting requirements
- Ensure appropriate record-keeping for transparency and accountability

Risk & Governance

- Identify financial risks and support mitigation strategies
- Contribute to Board discussions and decision-making

Advisory Support

- Provide guidance to staff/volunteers on financial matters where needed

Person Specification

- Experience in finance, accounting, bookkeeping, or related field
- Understanding of financial management and controls
- Ability to interpret financial information and provide strategic insight
- Attention to detail and high level of integrity
- Interest in the charity/CIC sector

Desirable:

- Experience as a trustee or in a non-profit setting
- Knowledge of CIC financial requirements

3. Trustee – Compliance (Volunteer)

Role Purpose

The **Compliance Trustee** provides oversight and guidance to ensure the organisation operates within relevant legal and regulatory frameworks. This role supports the Board in managing legal risk, maintaining compliance, and ensuring that policies and practices meet required standards.

Key Responsibilities

Legal Oversight

- Provide guidance on legal responsibilities and obligations
- Advise on contracts, agreements, and partnerships where required
- Support identification and mitigation of legal risks

Regulatory Compliance

- Ensure adherence to relevant laws and regulations affecting CICs
- Support compliance with GDPR, safeguarding, and data protection requirements
- Monitor changes in legal or regulatory frameworks and advise accordingly

Policy & Risk

- Support the development and review of legally compliant policies and procedures
- Contribute to risk management from a legal and compliance perspective

Board Support

- Provide clear, practical legal insight to inform Board decisions
- Support a culture of accountability and ethical practice

Person Specification

- Qualified legal professional or significant relevant legal experience
- Knowledge of UK legal and regulatory frameworks (preferably within CIC/charity sector)
- Ability to interpret and communicate legal information clearly
- Strong judgement, integrity, and attention to detail
- Commitment to ethical and values-led practice

Desirable:

- Experience advising non-profits, charities, or social enterprises
- Familiarity with safeguarding and data protection law

4. Trustee – Governance (Volunteer)

Role Purpose

The **Governance Trustee** supports the Board in ensuring strong, effective governance structures and practices. This role focuses on accountability, decision-making processes, and ensuring the organisation operates in line with best practice and its stated values.

Key Responsibilities

Governance Oversight

- Support the development and review of governance frameworks and structures
- Ensure clarity of roles, responsibilities, and decision-making processes
- Promote good governance practices across the organisation

Board Effectiveness

- Support effective functioning of the Board, including accountability and transparency
- Contribute to Board discussions, offering constructive challenge where appropriate
- Encourage reflective and values-led decision-making

Policy & Accountability

- Support the review and implementation of organisational policies
- Ensure appropriate systems for accountability and oversight are in place

Risk & Assurance

- Support identification and monitoring of organisational risks
- Encourage robust oversight and continuous improvement

Person Specification

- Experience in governance, leadership, or organisational oversight
- Understanding of good governance principles and accountability

- Ability to think strategically and provide constructive challenge
- Strong organisational awareness and attention to detail
- Commitment to ethical, inclusive, and values-led practice

Desirable:

- Previous trustee or Board experience
- Familiarity with CIC or charity governance frameworks

Shared Expectations (All Trustee Roles)

- Attend Board meetings and contribute to strategic discussions
- Act in the best interests of the organisation and its beneficiaries
- Uphold the organisation's values, including compassion, integrity, and respect
- Support the organisation's mission and act as an ambassador where appropriate
- Maintain confidentiality and appropriately manage conflicts of interest

What You'll Gain (All Roles)

- Board-level experience within a growing, values-led organisation
- Opportunity to shape strategy and impact within a community-focused CIC
- Experience in governance, leadership, and oversight
- A professional reference upon completion

Expression of Interest

Please email team@mlxn.org.uk with a summary of why you're interested in this role and how you meet the above person specification.

