



HEAD OF PROGRAMME FUNDING AND PARTNERSHIP

Information Pack

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Table of Contents

About Islamic Relief	3
Our Global Strategy	4
Our Vision and Mission	5
Our Values	6
The Role: Profile.....	7
How to apply	12

ABOUT ISLAMIC RELIEF WORLDWIDE



Islamic Relief is a faith based humanitarian aid and development agency working to save and transform the lives of some of the world's most vulnerable people.

Established in the UK in 1984, we work in over 40 countries, assist people of all faiths according to need and do not discriminate in any way. Close to the communities we serve, we work hard to understand their culture and needs and gain their trust. Our proximity means we can often respond swiftly to emergencies and work in areas that other organisations cannot access.

Our humanitarian and development projects help millions of people every year, contributing directly to the UN Sustainable Development Goals. We help communities to better protect themselves from crises and deliver lifesaving emergency aid when disaster strikes. We provide vital services such as healthcare, water and sanitation and hygiene. Our livelihoods and education projects empower people to escape poverty and build brighter futures. To maximise our impact, Islamic Relief develops the capacity of local partners to work alongside us

in delivering effective humanitarian interventions. Through global advocacy we push for positive change particularly on climate change, gender justice and forced displacement, and we develop Islamic perspectives that combine spiritual and practical insights to provide distinctive, practical approaches to the biggest challenges facing our world.

The high quality and impact of our work means we are the only Muslim charity to be awarded Core Humanitarian Standard certification. As full members of the INGO Accountability Charter our excellence in transparency, good governance and social responsibility is recognised. We are also signatories to the Red Cross Code of Conduct, which sets ethical standards for organisations involved in humanitarian work, and are firmly committed to the People in Aid code of best practice. One of the world's largest relief and development charities, to date we have helped over 120 million vulnerable people worldwide.

Learn more about our work and impact in our [Annual Reports](#)

OUR GLOBAL STRATEGY

Our global strategy aligns life-saving and life-changing programming with the push for systemic change to meet growing humanitarian needs across the globe.

Over the next 10 years, we aim to achieve three core outcomes:

1. **We will save lives and reduce vulnerability to humanitarian crises.**
2. **We will empower communities to tackle poverty and vulnerability.**
3. **We will advocate for change to the system to eliminate the global and local root causes of inequality.**

Our core humanitarian and development programme areas will continue responding to humanitarian crises with life-saving assistance, tackling food security and nutrition, and building sustainable livelihoods, health and education.

We will continue to work with our humanitarian partners across the world towards achieving the Sustainable Development Goals.

More details on our strategy can be found here: **[Global Strategy 2023-2033](#)**



OUR VISION

Inspired by our Islamic faith and guided by our values, we envisage a world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

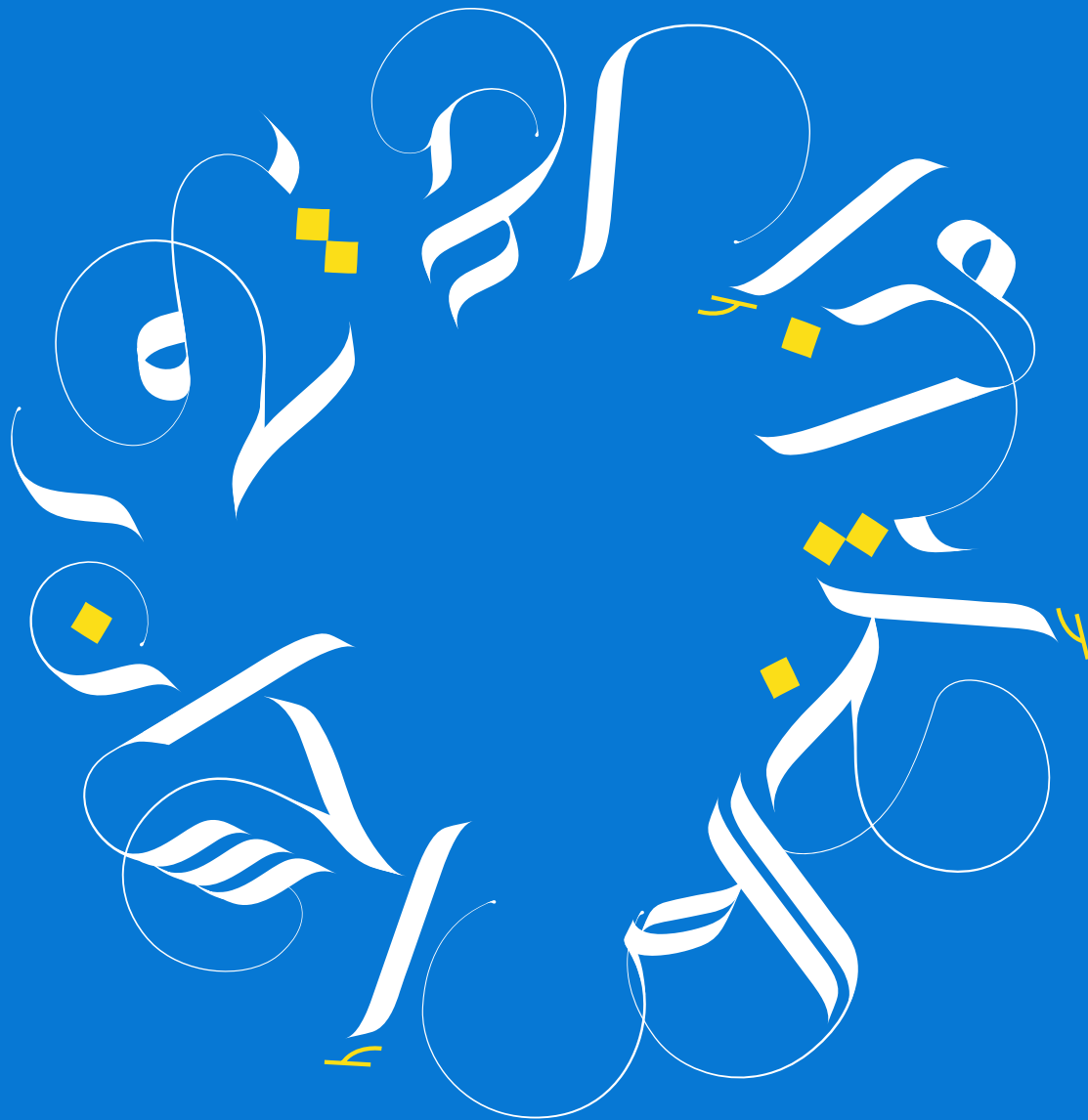
OUR MISSION

Exemplifying our Islamic values, we will mobilise resources, build partnerships and develop local capacity as we work to:

- Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.
- Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.
- Support the marginalised and vulnerable to voice their needs and address root causes of poverty.



OUR VALUES



We remain guided by the timeless values and teachings of the Qur'an and the prophetic example (Sunnah), most specifically:

- **Sincerity (Ikhlas)** – In responding to poverty and suffering, our efforts are driven by sincerity to God and the need to fulfil our obligations to humanity.
- **Excellence (Ihsan)** – Our actions in tackling poverty are marked by striving for excellence in our operations and the conduct through which we help the deserving people we serve.
- **Compassion (Rahma)** – We believe the protection and well-being of every life is of paramount importance and we shall join with other humanitarian actors to act as one in responding to suffering brought on by disasters, poverty and injustice.
- **Social Justice (Adl)** – Our work is founded on enabling people and institutions to fulfil the rights of the poor and vulnerable. We work to empower the dispossessed towards realising their God-given human potential and develop their capabilities and resources.
- **Custodianship (Amana)** – We uphold our duty of custodianship over Earth and its resources, and the trust people place in us as a humanitarian and development practitioner to be transparent and accountable.

THE ROLE

HEAD OF PROGRAMME FUNDING AND PARTNERSHIP

JOB DESCRIPTION

Base location: Birmingham/London
Reporting to: Divisional Director
Line management responsibilities: Department Staff and matrix support to Country offices

PURPOSE OF ORGANISATION:

The International Programmes Division ensures effective humanitarian and development responses through high-quality programming, strengthened partnerships and institutional engagement, that support vulnerable communities.

JOB PURPOSE:

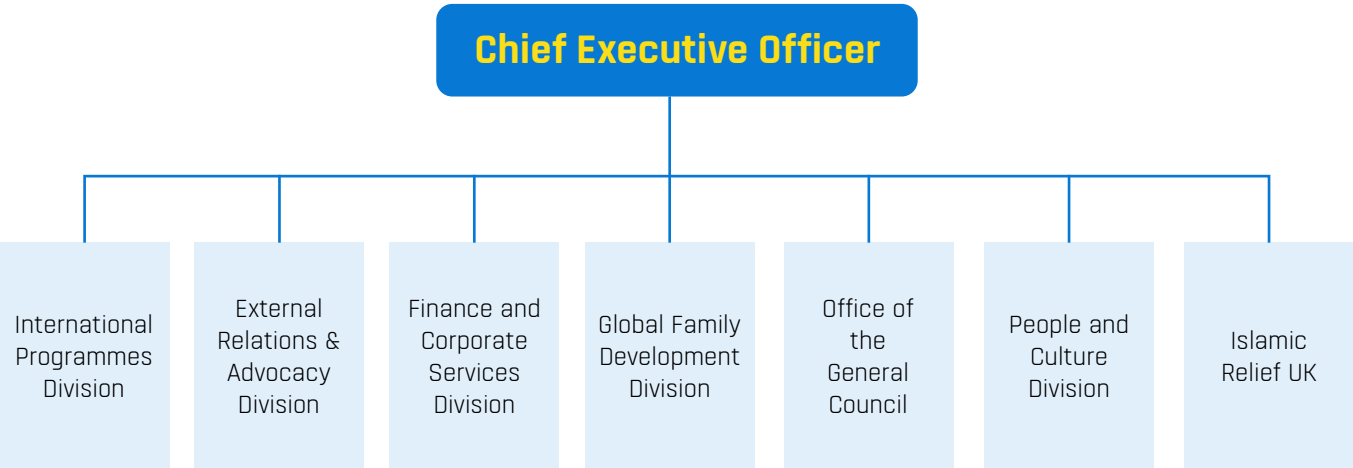
The Programme Funding & Partnerships Department (PFPD) is a cross-cutting strategic function that strengthens IRW's global programme operations by: enhancing partnerships and relationships, facilitating an increase in institutional /IR Federation funding , developing country capacity and providing bespoke strategic advisory support (risk and compliance, bid support, programme management etc)

This role leads the department in ensuring strategies to achieve PFPD objectives are realistic, yet ambitious. The individual will lead and represent IR in many relationships whilst navigating the changing landscape to achieve our global strategy.

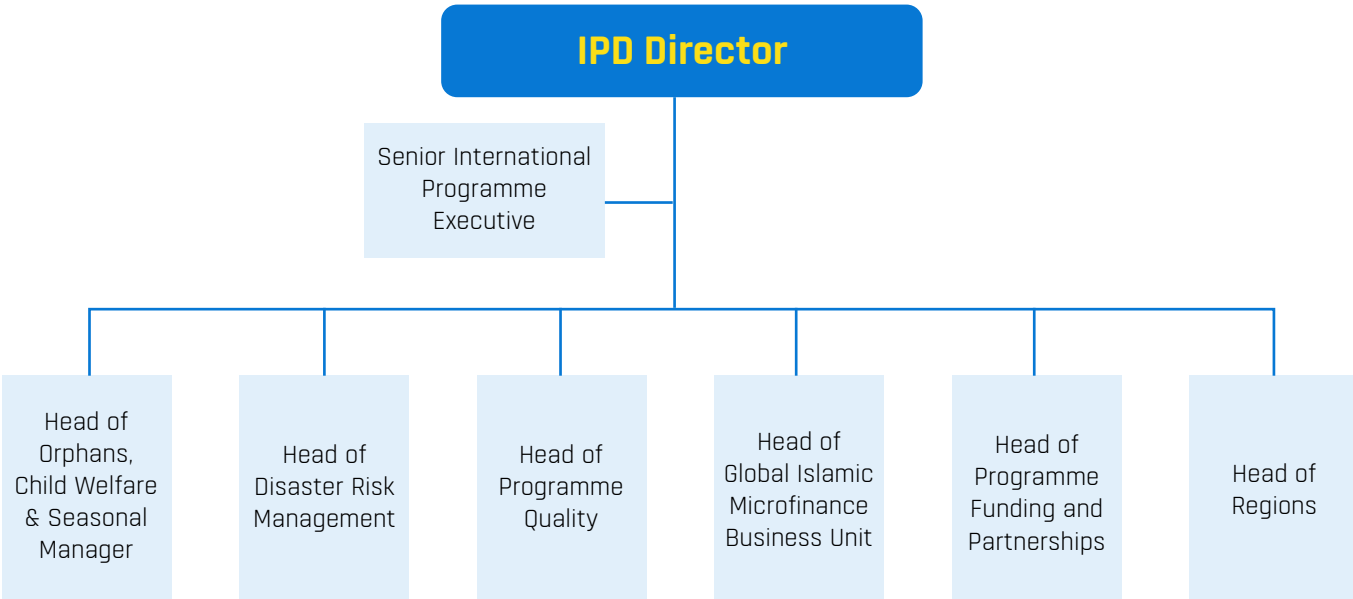
SCOPE OF THE ROLE:

The Head of PFPD provides global leadership on institutional funding and partnerships, strengthening IRW's positioning within the humanitarian financing landscape and building the capacity of country offices to secure and manage funding effectively.

STRUCTURE OF ISLAMIC RELIEF WORLDWIDE CEO AND BOARD OF DIRECTORS



STRUCTURE OF INTERNATIONAL PROGRAMMES DIVISION



KEY WORKING RELATIONSHIPS

- Country Offices, Regional Desks and Global Operations
- IR Family Members and affiliates
- Institutional donors (e.g. FCDO, ECHO, DEC)
- Internal units including Programme Quality, Finance, Audit, External Relations & Advocacy
- External partners, networks and consortia

RESPONSIBILITIES FOR RESOURCES:

- Oversight of departmental budgets and funding pipelines
- Strategic oversight of institutional funding portfolio
- Oversight of funding, intel and partnership tracking systems



KEY ACCOUNTABILITIES

STRATEGIC LEADERSHIP AND DIRECTION

- Lead and implement the PFPD global strategy aligned to IRW's global strategy
- Position PFPD as a central enabling function for International programmes division and Country offices
- Embed accountability, performance tracking and data-driven decision-making
- Contribute to divisional and organisational strategic planning

INSTITUTIONAL FUNDING GROWTH AND DIVERSIFICATION

- Develop and drive institutional funding strategies across IRW
- Increase funding from institutional donors and IR Family members
- Strengthen donor intelligence, pipeline development and positioning
- Ensure high-quality proposal development and grant acquisition
- When requested lead on high-value or strategic funding initiatives

PARTNERSHIP DEVELOPMENT AND RELATIONSHIP MANAGEMENT

- Build and strengthen strategic partnerships at global and country levels
- Lead engagement with institutional donors, networks and consortia
- Position IRW as a trusted, high-quality humanitarian partner
- Represent IRW at forums and on panels.

ADVISORY, ASSURANCE AND PROGRAMME SUPPORT

- Provide strategic advice and insights to IPD Director and senior leadership
- Act as a quality assurance layer for funding strategies and partnerships
- Support programme design and alignment with donor priorities

CAPACITY STRENGTHENING, RISK MANAGEMENT AND ORGANISATIONAL ENABLEMENT

- Strengthen country office capacity to secure and manage institutional funding
- Deliver structured capacity-building approaches (e.g. country frameworks)
- Ensure compliance with donor requirements and organisational policies
- Identify and mitigate risks related to funding and partnerships
- Promote learning, innovation, and continuous improvement

MANAGEMENT AND STAFF DEVELOPMENT

- Build and lead a high-performing connected team
- Foster a culture of collaboration, accountability and innovation
- Ensure staff performance management, development and wellbeing

OTHER RESPONSIBILITIES

- Participate in divisional leadership and decision-making
- Adhere to IRW policies and procedures
- Undertake any other duties as required by the Division Director

PERSON SPECIFICATION

It is essential that the post holder shows a good understanding and sympathy with the Islamic Relief values and principles as well as commitment to Islamic Relief Worldwide's vision and mission.

Qualifications

- Postgraduate degree in international development, business or related field

Experience & Skills

- Proven leadership in institutional funding and partnerships
- Demonstrated success securing high-value donor funding
- Strong understanding of humanitarian/development sector and donor landscape
- Experience in strategic planning and organisational leadership
- Strong financial, analytical and proposal development skills
- Experience working with and building capacity of country offices
- Excellent stakeholder engagement and networking capabilities

Personal Attributes

- Commitment to IRW's values and mission
- Strategic, adaptable and solutions-oriented
- Strong leadership and interpersonal skills
- Ability to operate in complex and dynamic environments



HOW TO APPLY:

To apply for this role, please complete our online application process

PRE-APPOINTMENT CHECKS:

Any appointment will be subject to the following checks:

- Proof of eligibility to live and work within the UK
- Enhanced screening clearance.
- Receipt of satisfactory references including the Inter-Agency Misconduct Scheme Reference where applicable.
- Disclosure and Barring Service (DBS) check.

OUR VALUES AND COMMITMENT TO SAFEGUARDING

IRW is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IRW engages. IRW expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.