



For Shah Jahan Mosque Woking Trustees only:

The proposed application process and timeline for this role is as follows.

It is expected it will take 30 days from sending out the Trustee application to announcing new Trustees.

For Trustee Applicants send your CV to: workingmosque@phclondon.org

Shah Jahan Mosque Woking Trustee Application Process

The mosques of Allah are only to be maintained by those who believe in Allah and the Last Day, who establish Salat and give Zakat, and do not fear anyone except Allah; for it is expected that those will be of the rightly guided. (The Qur'an, Chapter 9, Verse 18)

Assalaamu-alaikum wa rahmatullah.

Shah Jahan Mosque Woking is looking for new mosque Trustees. We see a diverse Trustee Board as a vital component of our future success.

Being a Trustee of a Mosque is a significant responsibility. It is also one which, if fulfilled responsibly, can yield many benefits for you and your community in this life and the next.

You will find below the **Trustee Application process**. The contents of this process are to help you decide whether you would like to put yourself forward to be considered as a Trustee. We would like to encourage both men and women to apply, from a diversity of backgrounds.

Deadline for applications is midnight on 14TH JANUARY,2025.

If you are appointed, we will make full efforts to ensure a positive experience for you as a Shah Jahan Mosque Woking Trustee.

May Allah guide, strengthen and unite us all.

From Shah Jahan Mosque Woking Trustees



Trustee Application pack.

The Trustee application process

If you wish to nominate yourself to be considered for appointment as a Trustee of Shah Jahan Mosque Woking, note the following:

- This process has been agreed by Trustees at the most recent Board meeting.
- Submit your **CV** along with a **covering letter** explaining in no more than 2 sides of A4 why you are suitable for the role and how your skills, knowledge and experience enable you to meet the specified criteria.
- Send your **CV** to:-wokingmosque@phclondon.org by [email? upload?]. Deadline for submissions is midnight on **14th January, 2025**.
- The Board reserves the right to request any information relating to, or in addition to, the contents of your application in order to determine your suitability for the role. This additional information will be treated in full **confidence** unless mutually agreed by the Board and yourself.
- Candidates will be shortlisted. Shortlisted candidates will be interviewed. The panel involved in shortlisting and interviewing will consist of Board Trustees and an independent advisor if deemed necessary by the trustees..
- Unsuccessful candidates will not be given feedback about their application.
- Existing Trustees will make the decision to appoint each new Trustee collectively at the next Board meeting following the interviews.
- The roles are expected to begin after selection and DBS checks.

If you wish to discuss or clarify any aspect of the Trustee Application Pack or process, please get in touch with Mosque manager or trustee ShamasTabrez by emailing office@shahjahanmosque.org.uk. A phone call can be arranged at short notice if needed.



Code of Conduct for Trustees

1. I will adhere to Islamic rules and principles relating to team-working, confidentiality, consultation, dealing with conflict and tolerance of different opinions.
2. I will abide by the '[Nolan Principles: The Seven Principles of Public Life](#)' in all my activities as a trustee for Shah Jahan Mosque Woking: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. I will manage conflicts of interest effectively, and commit to registering, declaring and resolving conflicts of interest. I will not gain materially or financially unless I am specifically authorised to do so by the Board of Trustees.
4. I will respect confidentiality at all times, and will understand what confidentiality means in practice for Shah Jahan Mosque Woking, the Board, and the individuals involved.
5. I will maintain a sound and up-to-date knowledge of the charity and its environment – understanding how Shah Jahan Mosque Woking, its local community, and the charity sector all operate and the environment within which they exist.
6. I will attend Trustee meetings and other appointments relevant to the role. I will give apologies if I am unable to attend and will ensure that non-attendance will be for emergency reasons only. When I attend meetings, or when issues are discussed electronically, I will participate actively in discussions and decision-making processes.
7. I will act in good faith and make decisions as a Trustee only in the best interests of Shah Jahan Mosque Woking.
8. I will contribute to Board decisions independently, using my own judgement and responsibility as a Trustee. However once a decision is made by the Board a whole, I will support and respect the outcome.
9. I will ensure that Shah Jahan Mosque Woking maintains appropriate essential standards, including data protection and safeguarding, in order to protect members, beneficiaries and other stakeholders.
10. I recognise that the Trustee role is primarily one of strategy and governance but also that I may need to take responsibility for executing important tasks directly. I will oversee the work of any appointed management teams, checking that decisions are not being made by the management teams that should be made by trustees, and supporting them to deliver their operational responsibilities.
10. I will complete all required due procedures throughout my term as a Trustee.
11. If I fail to comply with any of the above items I may be removed as a Trustee.



Trustee role description and person specification

Role description:

- Adhering to the Code of Conduct for Trustees.
- Ensuring that Shah Jahan Mosque Woking pursues its stated objects (purposes), as defined in its Constitution, by developing and agreeing a long-term strategy and overseeing the work of the organisation.
- Ensuring that Shah Jahan Mosque Woking complies with its Constitution, charity law, company law, policies and any other relevant legislation or regulations.
- Ensuring that Shah Jahan Mosque Woking applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- Ensuring that Shah Jahan Mosque Woking defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of Shah Jahan Mosque Woking.
- Ensuring the effective and efficient administration of Shah Jahan Mosque Woking, including having appropriate policies and procedures in place.
- Ensuring the financial stability of Shah Jahan Mosque Woking and remaining conscientious that the organisation is responsible for handling the donated funds of its community members.
- Protecting and managing the property of Shah Jahan Mosque Woking and ensuring the proper investment of its funds.
- Ensuring proper and formal arrangements for the appointment, supervision, support, appraisal and, if relevant, remuneration of the Management Team
- In addition to the above statutory duties, using 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, and providing advice and guidance on new initiatives.



Person specification

To be considered for this role, the criteria are:

ESSENTIAL CRITERIA

- A Muslim (as defined by the [Amman message](#)). For the avoidance of doubt, this includes the belief that Prophet Muhammad (pbuh) is the final Prophet.

Experience:

- A minimum of three years of professional experience.
- Experience in local Muslim community development.

Skills and Qualities:

- Independence and willingness to speak one's mind.
- Strategic capability: sharp mind and good judgement.
- Integrity and honesty.
- Ability to build strong relationships.
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an ability to work effectively as a member of a team and to take decisions for the good of Shah Jahan Mosque Woking
- Understanding of roles and responsibilities of non-executives and of collective decision-making.
- Proficiency in the English language and the IT skills required for effective communication and collaboration.
- A commitment to the mission of Shah Jahan Mosque Woking
- A willingness to meet the minimum trustee duration requirement
- The ability to commit up to fifteen hours per month for duties as a Shah Jahan Mosque Woking Trustee. This is inclusive of Trustee working group meetings, and full Board of Trustees meetings. It is also inclusive of any half-yearly or annual strategic planning "away days".



Local involvement requirements for appointed Trustees:

- Live in the borough of Woking or one of its neighbouring boroughs (Surrey Heath, Guildford, Runnymede, Elmbridge) for 3 or more years.
- On the electoral register
- Involved with the Shah Jahan Mosque, Woking.

Charity Commission requirements

You will also need to confirm you are not prevented from acting as a trustee in line with the Charity Commission's requirements.

You will be prevented from acting as a Trustee if you:

- have an unspent conviction for:
 - an offence involving dishonesty or deception
 - terrorism offences
 - money laundering offence
 - bribery offences
 - the offence of contravening a Charity Commission Order or Direction
 - offences of misconduct in public office, perjury, or perverting the course of justice
 - for aiding attempting or abetting the above offences
- have an IVA, debt relief order and/or a bankruptcy order
- have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of antiterrorism legislation
- are on the sex offenders register
- have been found in contempt of court for making (or causing to be made) a false statement
- have been found guilty of disobedience to an order or direction of the Charity Commission

DESIRABLE CRITERIA

Experience in some of the following areas would be desirable:

- financial management
- legal expertise
- public affairs
- national and local voluntary sector, government or statutory bodies
- digital strategy
- social enterprise
- human resource management
- volunteer management and funding/foundations
- collaborative partnerships
- social investment and impact
- income generation



Additional information

- The term for an appointed Trustee position at Shah Jahan Mosque Woking is three years (although two of the trustees appointed here will have a first term of two years). Trustees may be subsequently reappointed for additional terms.
- This term will only begin once any necessary checks are completed after successful appointment by the Members e.g. DBS check.
- Successful candidates who have not previously or recently served as a Trustee will be required to undertake Trustee training to help them fulfil their new roles successfully. This can be completed online.
- The position of Shah Jahan Mosque Woking Trustee is unremunerated, except for the reimbursement of reasonable expenses when claimed.

As per clause 9.2 of the constitution

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the Mosque:
- (i) if he or she is under the age of 25 years; or
 - (ii) if he or she would automatically cease to hold office under the provisions of clause 12.1 (e). or
 - (iii) If he or she does not reside in Woking or one of its neighbouring boroughs (Surrey Heath, Guildford, Runneymede, Elmbridge) for 3 or more years, except that the charity trustees may in exceptional circumstances agree by a 75% majority of those charity trustees voting in a charity trustees meeting, or agreed by all the charity trustees in writing to waive this requirement. The residence requirement in this sub clause does not apply to ex-officio trustees; or
 - (iv) he or she is not a Sunni Muslim proclaiming that there is no God but Allah and Muhammad (peace be upon him) is the final Prophet and Messenger of Allah, with there being no Prophet or Messenger after him; or



(v) he or she do not hold the person and character of Muhammad (peace be upon him) and that of the first four rightly guided Caliphs of Islam, his family and companions in the highest of esteem; or

(vi) he or she does not believe in the following articles of faith:-

- Belief in Allah as the one and only God
- Belief in angels
- Belief in the holy books of the Abrahamic faiths as mentioned in the Quran
- Belief in the Prophets as referenced in the Quran
- Belief that Muhammad (peace be upon him) is the final Prophet and messenger and do not ascribe anyone who came after him with similar status or the status of a Prophet or messenger.
- Belief in the Day of Judgement
- Belief in Predestination'

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.