

# Role Description: Vice Chair of Trustees

## Role Overview:

The Vice Chair of Trustees plays a crucial leadership role within the IMI Board, supporting the Chair in steering the Board and the organisation towards fulfilling its mission. The Vice Chair ensures effective governance, accountability, and continuity of leadership, stepping in to lead as required. This role encompasses strategic support, governance oversight, performance management, and fostering an accessible, inclusive, and healthy Board culture aligned with IMI's Core Values and charitable objectives.

## Who We're Looking For:

A reliable and experienced leader who:

- Demonstrates strong leadership and teamwork qualities, committed to collaborative governance.
- Maintains professional boundaries and builds positive, respectful relationships within the Board and organisation.
- Is open to constructive feedback and committed to accountability.
- Has excellent interpersonal and communication skills across diverse stakeholders.
- Is committed to [IMI's Core Values](#) and embodies these in governance and leadership practices.
- Will engage consistently with the Board, Chair, Director, and wider IMI community.

## Key Skills and Capabilities:

- Acts as a sounding board and trusted advisor to the Chair, providing feedback, expertise, and governance guidance.
- Co-facilitates Board meetings with the Chair, facilitating efficient, inclusive, and objective decision-making, including during one-off meetings.
- Maintains regular communication with the Chair and senior staff to ensure continuity of leadership and informed decision-making, especially in the Chair's absence.
- Supports and challenges the Chair constructively, including conducting the Chair's annual appraisal in collaboration with senior staff and Trustees.
- Helps uphold governance responsibilities to promote a sustainable Board work culture and reduce over-reliance on any one individual.

- Supports the Board in holding the Chair to account, ensuring adherence to IMI's governance policies and procedures.
- Stands in for the Chair in activities, projects, or processes where the Chair may have a conflict of interest.
- Assists in preparing Trustee performance reviews and senior staff appraisals alongside the Chair.

## **Principal Responsibilities:**

### **Strategic Leadership**

- Provide clear, inspirational leadership aligned with IMI's charitable objectives.
- Maximise impact for IMI's beneficiaries.
- Collaborate closely with the Vice Chair for effective governance and board management.
- Work with the Chair to plan and facilitate Trustee induction days, annual Away Days and internal training sessions.
- Diligently follow the IMI Board Terms of Reference and other relevant policies.

### **Governance and Board Management**

- Ensure Trustees fulfill legal duties and comply with IMI policies and Terms of Reference.
- Lead risk management, financial oversight, and governance reviews.
- Foster a healthy, accountable, inclusive Board culture supporting positive change and conflict resolution.
- Regularly review Board diversity, skills, and experience to reflect community needs.
- Support Trustee development, recruitment, induction, and engagement with the Vice Chair and senior staff.
- Promote wellbeing and accessibility at Board and senior staff levels.
- Ensure accountability to IMI staff and community.

### **External Relations and Representation**

- Act as a confident public representative and spokesperson.
- Build and maintain relationships with partners and stakeholders.
- Uphold IMI's values with integrity and professionalism.

### **Efficiency and Leadership**

- Plan and run well-structured Board meetings with the Vice Chair and senior staff.

- Ensure clear decision-making and accurate record-keeping.
- Monitor implementation of Board decisions.
- Foster constructive relationships within the Board and with staff.
- Support senior staff in meeting strategic goals through communication and performance reviews.
- Facilitate ongoing professional development for senior staff.

### **Time Commitment:**

- Approximately 1-5 hours per week on average.
- Includes preparation for and participation in quarterly Trustee Board meetings, one-to-one meetings with the Chair and Director, Board development activities, and occasional external representation.
- Availability to step in for the Chair at short notice when required.
- Participation in Away Days and other Trustee events, supporting team building and strategic planning.

### **Benefits of the Role:**

- Access to governance, leadership, and social justice training, including wellbeing and accessibility support.
- Membership and ongoing development opportunities through the Association of Chairs.
- The opportunity to shape IMI's governance and strategic impact during a pivotal phase of growth.
- Dedicated wellbeing supervision and support to ensure sustainable and accessible Trustee involvement.

### **Term:**

- The Vice Chair serves a term of five years, renewable once, in line with the Chair and Trustee terms.
- The role includes preparing for potential succession to Chair, ensuring continuity and stability in IMI's governance.

The Vice Chair of Trustees is a vital leadership role that supports the Chair and Board in delivering strong, accountable, and values-led governance. This position requires a principled, strategic, and compassionate leader dedicated to advancing IMI's mission and expanding our outreach.

## Eligibility

To be eligible, you must:

1. Live in the UK.
2. Must not be disqualified by law from being a trustee.
3. Must be at least 18 years old.

You can read more about these rules [on the government website](#).

## Application Process

To apply, please [fill in the online form and upload your CV](#).

Deadline to apply: **30 June 2026**

Interviews will take place online. Applications may close early once the ideal candidate is found.

For further information or if you'd like to discuss access requirements, please email [admin@inclusivemosque.org](mailto:admin@inclusivemosque.org).

# More about IMI

## What Does Inclusive Mosque Initiative Do?

We have two main streams of work:

1) Campaigning for safer, more inclusive support services.

We work with the mental health, domestic violence, and LGBT+ sectors to address the root causes of racism, ableism and misogyny, which stop Muslims from getting the help they need. Our key messages in our campaigning work are:

- Racism is connected to other forms of harm including misogyny, ableism, queerphobia and transphobia.
- Systems that support racism (like the asylum system) are designed that way on purpose. We also need to be intentional and strategic to get rid of them.
- We can often keep each other safe without needing the police. Many victims of violence are more likely to seek help if they don't have to deal with the police or the court system. To help Muslims get the support they need, we should focus on alternatives to policing and encourage those who have caused harm to get help as well.
- Society should provide communities with the resources they need instead of just trying to "save" them. This approach helps ensure that any support is meaningful and effective.

2) Community mosque events and paid-for services.

We host community events like Eid, Ramadan, and Halaqa events. We really need volunteers to help make these events happen, so a big part of IMI's work is finding, training, and supporting volunteers. We also offer Islamic marriage ceremonies, which we charge for.

## How is IMI Funded?

We mainly get funding from charitable trusts and foundations. We also get income from public donations, consultancy work, and offering paid-for services like Muslim marriage ceremonies. We don't accept funding from the government.

## What are IMI's priorities for the next few years?

We want to:

1. Make sure we have enough volunteers to run regular community events.
2. Create a plan for increasing our income (such as donations) to make sure our community events are sustainably funded.
3. Increase our core funding so we can hire more staff.
4. Develop ways to track how effective our campaigns are.
5. Set up systems to monitor our progress, evaluate what works, and use feedback from our community to make improvements.
6. Recruit, train, and expand our pool of volunteers to lead prayers.
7. Share what we've learned with Muslims in the UK who want to make changes in their own mosque communities.