

NELSON GHAUSIA MASJID
MANAGEMENT COMMITTEE
PRESENT:

IMAM JOB VACANCY

Responsible for the delivery of
all Religious, Educational and
Community Services at Nelson
Ghausia Madrassah.

Working Hours: 35 hours per week

**Salary: £20,930 to £24,570 (£11.50
to £13.50 per hour, dependent
upon skills, knowledge and
experience).**

**Annual Leave Entitlement: Up to
28 days per annum, including
statutory holidays.**

**FOR IMMEDIATE START AND ALL POSTS
WILL BE SUBJECT TO ENHANCED DBS
CHECKS AND A PROBATIONARY WORK-
PERIOD OF 3-MONTHS.**



How to apply:

To receive job description and specification,
or for any enquiries, please email
ghausiamasjidcommittee@gmail.com

Candidates are expected to submit a CV and
covering letter describing how you meet the
Job Specification.

Closing Date for applications :
Friday 29th September

How to apply:

Please send your CV and covering letter describing how you meet the Job Specification criteria to:
ghausiamasjidcommittee@gmail.com

- Application closing date: Friday 29th September.
- Short-listing: Week beginning Monday 2nd October
- Interviews: To be held week beginning Monday 9th October.
- For immediate start.
- Post is subject to a 3-month probationary period.

Post Title: Imam

Responsible to: Management Committee

Responsible for: The delivery of all Religious, Educational and Community Services at Nelson Ghausia Madrassah.

Main contacts associated with principal duties: Management Committee, Head-Imam, Local Ahle-Sunnah groups and non-Islamic organisations, (such as Schools and Interfaith).

Working hours: 35 hours per week

Salary: £11.50 to £13.50 per hour (dependent upon experience)

Leave Entitlement: Up to 28 days per annum, including statutory holidays.

Main Duties and Responsibilities:

1. Lead daily prayers at the madrassa including at Eid times.
2. Deliver the Khutbah and lead prayer for Jummah in English/Urdu.
3. Lead or support the Tarawih Prayer during Ramadan.
4. Provide Quran and Hadith studies, Seerah and Fiqh lessons, and other Islamic topics to increase knowledge and provide for spiritual growth of community members.
5. Conduct oneself in a dignified manner commensurate with the teachings of Islam.
6. Provide support to the development of Islamic education needs at Ghausia Madrassah.
7. Provide support to the development of responses for the Muslim community in the immediate surrounding areas to the Ghausia Madrassah; Muslim and Non-Muslim in a manner that reflects positively on Islam and the Trust.
8. To be proactive in creating links with other Ahle-Sunnah Masjids and organisations.
9. To produce and deliver Islamic and educational events that will stimulate discussion on a wide range of contemporary issues facing the Ahle-Sunnah community.
10. To keep clear and accurate records of Madrassah services as required.
11. Work with the Management Committee and Head-Imam to recruit and sustain volunteers support for the Ghausia Madrassah. Where needed;
 - Working with the Head-Imam, have a role to recruit and train volunteers.
 - Supervise volunteers and ensure adequate roles are established for all volunteers.

12. To communicate effectively with the Management Committee and Head-Imam, particularly with key partner Ahle-Sunnah organisations / Masjids in order to contribute to best practice in developing the Ahle-Sunnah Aqeedah in Pendle.
13. Support the Management Committee and Head-Imam in pursuit of fundraising campaigns.
14. Provide consultation to the Management Committee and Head-Imam on Religious matters, Education service, community issues and madrassa activities as requested.
15. To adhere to our Trust's policies and procedures.
16. To undertake such other duties identified by the Management Committee which are commensurate with the post holders salary, aptitude and ability.

PERSON SPECIFICATION

| Selection Criteria: | Essential, Highly Desirable or Desirable | Assessment Method |
|--|--|-----------------------------------|
| Qualifications | | |
| 1. A relevant qualification in Islamic Studies or related field from an accredited higher education institution. | HD | Application Interview Certificate |
| 2. Hafiz of the Holy Qur'an. | HD | Application Interview Certificate |
| 3. Applicant will be subject to necessary routine DBS vetting. | E | Application Interview |
| Knowledge, skills, abilities and experience | | |
| 1. Minimum two-year experience of leading worship as an Imam in a U.K. Masjid of the Ahle-Sunnah Aqeedah. | E | Application Interview |
| 2. Minimum two-year experience of leading Islamic education as an Imam in a U.K. Masjid of the Ahle-Sunnah Aqeedah. | E | Application Interview |
| 3. Ability to coordinate and manage flexibility of time to deliver all requirements for Masjid Religious and Educational needs. | E | Application Interview |
| 4. Fluency to communicate in both English and Urdu. | E | Application Interview |
| 5. Ability to contribute to the development of an Islamic educational curriculum. | D | Application Interview |
| 6. Experience of recruiting volunteers and coordinating project work with volunteers. | HD | Application Interview |
| 7. Experience in Islamic family and Muslim community matters. | E | Application Interview |
| 8. Experience and ability to explain Islam and role of Masjid to non-Muslims and non-practising Muslims. | HD | Application Interview |
| 9. Demonstrate a good level of understanding and experience in the area of developing inter-Muslim Community relations between the Ahle-Sunna community in Pendle. | HD | Application Interview |
| 10. Have a reasonable level of IT skills. | E | Application Interview |
| Special requirements | | |
| 1. Full driving license and access to a vehicle. | HD | Application Interview |
| 2. Flexible working hours that will include some evenings and weekends | E | |
| 3. Flexible approach to annual leave taken during non-peak periods. | HD | |
| 4. Willing to undertake training as required; Safeguarding, Youth Counselling. | E | |