



SMETHWICK JAMIA MASJID – JOB DESCRIPTION

Job Title:	Mosque Facilities Officer
Reporting to:	Chairman
Salary:	£25,000 - £28,000 (including at annual cost of living adjustment).
Hours:	Full Time/40 hours a week
Contract:	1 Year Fixed Term Contract (with the view of going permanent)
Location:	40 – 48 Windmill Lane, Smethwick, West Midlands, B66 3EU

ABOUT US

Smethwick Jamia Masjid are seeking to appoint a motivated and experienced to help manage and support our iconic Masjid. We are proud to have a highly talented and experienced team who work passionately to support our Trust. This is an outstanding opportunity for the right individual, with a strong skill set to become an integral part of our team.

Smethwick Jamia Masjid is a multimillion-pound Masjid and educational institute in the Black Country, Birmingham. It is one of the largest Masjid in the West Midlands and holds a capacity of several thousand with separate seating/facilities for ladies. The Masjid's architecture and exceptional standard has attracted thousands to come and visit as well as media attention.

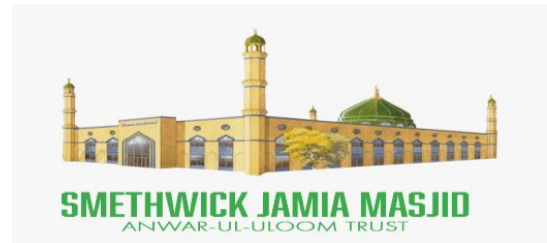
We are extremely excited to extend this opportunity to have you as part of our organisation.

Please note you will also be required to undertake a Basic Disclosure and Barring Check.

We reserve the right to close vacancies prior to their advertised date if we receive a large number of applications. Therefore, you are strongly advised to complete and return your application as soon as possible.

ROLE PURPOSE

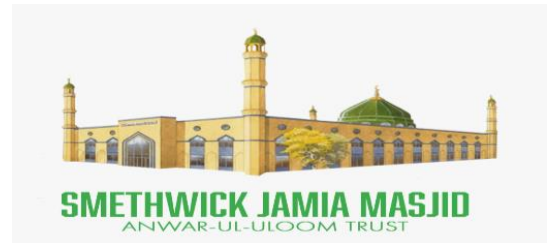
The successful candidate will be required to manage the day-to-day operational activities in line with all Health and Safety, Budgetary Costs and Mosque Community needs in line with required Customer Service criteria and key performance indicators.



KEY ROLES AND RESPONSIBILITIES

- To be responsible for the day to day successful and efficient operation of the Mosque.
- To act as a Facilities Officer for the JMA Trust portfolio and ensuring all buildings meet current regulations in terms of Services ie Gas, Electric, Passenger Lift, Fire Alarm and Water Hygiene.
- To lead on all Health and Safety regulations and minimise any risks.
- To produce and keep up to date all the relevant policies and procedures ie Health and Safety, Safeguarding and general administration policies.
- To maintain and update all employee records, staff contracts and mosque related documentation, ensuring all DBS or Barring checks are up to date.
- To lead on all JMA Mosque Funeral Service queries and responsibilities, including the line management of the of the JMA Funeral Coordinator.
- To supervise all current employees within the Mosque and in house enquiries.
- To lead and supervise members of the team on all Mosque events and liaise with any external partners.
- To deal with all incoming and outgoing posts, ensuring it is all recorded and date stamped.
- To submit any bids for funding from external bodies or organisations with the support of the JMA Trust accountant.
- Act as a primary port-of-call for all queries relating to the Mosque.
- To manage and maintain all Gift Aid activities with the support of the Chairman.
- To take responsibility of other duties in relation to the mosque as the mosques expands and grows offering varying services.
- To contribute towards planning and management of Masjid events, e.g. parents evening.

Please note: Working hours are to be discussed during the interview, however, there may be some requirement to attend calls outside of the working hours or working week including weekends especially when handling the funeral queries.

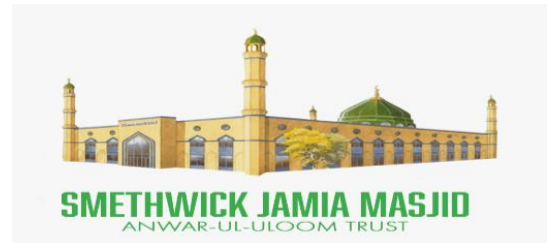


DESIRED SKILLS & EXPERIENCE

- Strong leadership skills with the ability to encourage, motivate and engage staff and utilise their strengths
- Ability to develop and maintain good working relationships with members of staff at all levels both internally and externally.
- A high level of personal initiative and self-motivation with an ability to adapt and respond to conflicting demands and pressures, organising workload in order to meet challenging targets and deadlines.
- Ability to demonstrate sound judgement and effective problem-solving skills to resolve a range of complex issues.
- Ability to lead meetings, undertake presentations and facilitate workshops with a range of participants and stakeholders.
- Good understanding of Health and Safety regulations.
- Good understanding of building related regulations in relation to running a building and any maintenance issues.

PERSON SPECIFICATION/REQUIREMENTS

- Educated to Degree level or equivalent in a management or building related role.
- Minimum of 2 years hands on experience in a project & administrative role.
- High level of Literacy and Numeracy
- Excellent IT Skills including advanced knowledge of web-based solution, word processing, spreadsheet and presentation software packages, preferably Microsoft Word, Excel and Powerpoint.
- Ability to manage own time and workload.
- Excellent customer service, interpersonal and communication skills.
- Demonstrate knowledge and experience in general building management.
- Proficient in spoken English and Urdu (or varying dialects such as Pothwari/Punjabi etc)



FURTHER INFORMATION

DATA PROTECTION: Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Smethwick Jamia Masjid reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES: Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. The monitoring form will be detached from the main body of the application form and will not form any part of the selection process.

Interested applicants should fill in the application found on the Smethwick Jamia Mosque website. Please include relevant employment and educational background. In addition, the contact details of two references to recruitment@smethwickjamiamosque.co.uk.

CONTACT DETAILS

For an application form or for any further details in relation to the post, please visit the Smethwick Jamia Mosque Anwar Ul Uloom Trust website or contact management below:

Mazhar Mohammed – 07787488647 or:

Email – recruitment@smethwickjamiamosque.co.uk

Closing Date: Sunday 21st August 2022

Interview Date: TBC