

Key Relationships

Job Role	Head Teacher & Imam
REPORTING TO	Director & Head Imam
ACCOUNTABLE FOR	As detailed below
PRINCIPAL CONTACTS	Chairperson, SMICC Management Committee
Salary	£18,500 – £22,000 negotiable in accordance with the suitability of the candidate
Deadline	31 st July 2017, 5pm
Interviews	Week of 14 th August onwards
Method of Application	Please email your CV with a covering letter indicating why you are suitable for this job Email: info@Swanseamosque.org

Job Purpose

To support the existing team of Imams to lead the diverse congregation of Swansea Mosque & Islamic Community Centre (SMICC) on spiritual and community matters, teaching children and adults, and representing the charity in the community and other external forums and meetings.

Principal Accountabilities

Working with the team, you will:

Prayer

- ❖ Lead the religious activities of the SMICC including, but not limited to, call to prayer, congregational prayers, funeral prayers (Janazah), ancillary night prayers during the month of Ramadhan ("Tarawee'ah" or "Qiyamul'Layl"), and holiday prayers ("Eid al-Fitr" and "Eid al Adha");
- ❖ Plan and supervise the arrangements for Adhan (Call to Prayer), or in some instance undertake the adhan
- ❖ The maintenance of discipline in the Prayer Halls

Ministerial

- ❖ Prepares, delivers and reviews (for compliance with the Shariah) all Friday Sermons ("Juma Khutbah") and other lectures on Islamic matters and issues presented.
- ❖ Responds to all inquiries regarding Islamic matters and issues with

proper proofs ("Daleel") from the Quran and the Sunnah.

- ❖ Hold structured surgeries for the community to access advice and counselling.
- ❖ Provides support & coordinate team of Teachers in deriving classes for children and adult.
- ❖ To solemnise marriages and sanctify funerals

Media and Cultural Awareness

- ❖ Delivers training and Islam awareness programmes that enable service users and Non-Muslims to understand Muslim and Islamic Culture
- ❖ To represent SMICC at network and partnership meetings

Head Master duties & Teaching

- ❖ To develop and review the syllabus for Islamic courses, including reading lists
- ❖ Organise classes taking into account pupils, staffing, timing and location
- ❖ To facilitate regular communication between teachers and parents
- ❖ To monitor, assess and evaluate the performance of the classes, and oversee the examination processes
- ❖ To teach subjects in Islamic Sciences, Language, Shariah and Quran

Administration and Management

- ❖ Devise work programmes, set performance targets and create mechanisms to review and evaluate progress
- ❖ To ensure a culture of continuous improvement within the departments ensuring that best practice standards are met.
- ❖ Keeping accurate records of daily activity
- ❖ Providing regular reports to line managers, steering committee, and funders

- ❖ Service such committees and working parties as may be assigned, and undertake the full range of activities including managing work programmes, scheduling of meetings, preparation of reports and agenda, and drafting of accurate records of meetings.
- ❖ Co-ordinate and monitor action taken to implement decisions of the Committee and Management Team, and ensure that the relevant people are kept informed of progress.
- ❖ Issue certificates to formalise marriage and funeral arrangements
- ❖ To attest documents and archive records
- ❖ To supervise and develop staff and volunteers

General

- ❖ Provide support to SMICC staff in managing day-to-day business and facilities
- ❖ Support projects of SMICC, as and when required
- ❖ To support the various fundraising initiatives of the Trust
- ❖ Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of the post, and participating in multi-disciplinary cross organisational groups and project teams.
- ❖ Required to work flexibly as and when required.
- ❖ Perform any other tasks assigned by line managers.
- ❖ Your weekly rota will be set by your line manager and must be strictly followed and be punctual.
- ❖ Your quality of work and conduct must be of the highest standard.

Application Procedure:

Please email your CV with a covering letter indicating why you are suitable for this job by 31st July 2017. Email: info@Swanseamosque.org