



## HEAD IMAM RELIGIOUS MINISTER JOB DESCRIPTION

### Introduction

Swansea Mosque is the largest mosque in Wales serving almost 10,000 Muslim congregation in South and West Wales, a dramatic increase since its humble beginning in 1982. Over the last couple of years, it has developed to become a truly lively and spirited Mosque, seeking to encapsulate the very ideals on which it now thrives as opposed to being simply a place of worship. Located in the heart of Swansea with a very diverse and multicultural community; contributing to the very warm, welcoming and friendly atmosphere that the mosque is so well known for by those who visit and access its many services.

### Job Purpose

This is a full-time post working with the existing team of imams to lead the diverse congregation of Swansea Mosque on spiritual and community matters and representing the organisation in various forums and networks. Engage with external organisations and schools to further improve interfaith and public relations for Islam and Muslims. Also, to develop and deliver educational services to children and adult.

### Principle Responsibilities

#### 1. Prayer & Ministerial

Working with a team of Imams you will:

- ❖ Deliver five daily congregational prayers (Rota based)
- ❖ Deliver khutbah and lead prayer for jumu'ah, eid prayers and taraweeh (Rota based)
- ❖ Provide funeral service support and guidance as and when required
- ❖ Conduct matrimonial services as and when required
- ❖ Offer family and youth counselling and guidance as needed
- ❖ Make arrangement for the delivery for Azhan (call to prayer)
- ❖ Lead by example to prevent discrimination on any basis including but not limited to school of thought, gender, race, nationality, ethnic origin, citizenship, political affiliation, or economic status

#### 2. Lead on Community engagement

- ❖ Interact with all persons and organisations, Muslim and Non-Muslim, in a manner that reflects positively on the Mosque
- ❖ Represent Swansea Mosque at various network and partnership meetings
- ❖ Participate in the community activities that further improve interfaith and public relations for Islam and Muslims
- ❖ Develop and implement extracurricular programs for the youth such as, sports, workshops, training, youth halaqa, etc.
- ❖ Lead on workshops and open days for external organisations, school, other communities
- ❖ Engage with local schools in the County to undertake school visits to the centre
- ❖ Continually strive and conduct oneself in ways that foster unity and a sense of

inclusion among all community members and promote broad participation in Islamic and community activities

### **3. Lead on the following Teaching Duties**

- ❖ This post will take lead on delivering and including teaching:
  - SMICC syllabus/programmes for Islamic courses educational services to children (12+)
  - SMICC syllabus/programmes for Islamic courses educational services to adults (Male & Female)
- ❖ Provide support & coordinate team of teachers in delivering classes and programmes in the above areas
- ❖ Working with the team of Imams, provide general halaqas, lessons on Quran, hadith, seerah and fiqh, and other Islamic topics to increase knowledge and provide for spiritual growth of community members

### **4. Administration and Management**

- ❖ Ensure a culture of continuous improvement and learning within your service area and across the organisation
- ❖ Keeping accurate records of performance and progress of projects you lead
- ❖ Providing regular reports to line manager/s, management committee
- ❖ Co-ordinate and monitor action taken to implement decisions of the Education Committee and Management Team, and ensure that the relevant people are kept informed of progress
- ❖ To supervise and develop staff and volunteers that are involved in projects you are leading

### **5. General**

- ❖ Provide support to SMICC staff in managing day-to-day business
- ❖ Support projects of SMICC, as and when required
- ❖ To support the various fundraising initiatives
- ❖ Required to work flexibly as and when required
- ❖ Perform any other tasks assigned by line managers
- ❖ Any agreed rota/s must be strictly followed and be punctual
- ❖ Your quality of work and conduct must be of the highest standard
- ❖ The post requires a DBS check in place

### **6. Salary**

The salary is negotiable depending on qualification and experience.

### **7. How to Apply**

If you are interested in this post please send us your current CV, to [info@swanseamosque.org](mailto:info@swanseamosque.org) Deadline for Application is 4<sup>th</sup> September 2020.

### **8. Further information**

Please visit our website for further detail on the organisation and services it provides. [www.swanseamosque.org](http://www.swanseamosque.org)