

**Position:** Office Manager

**Reporting to:** Honorary Secretary, Administrative Committee  
Chairman, Administrative Committee

**Tenure:** Annual, renewable

**Primary Responsibilities:**

- 🕌 Manage and maintain the existing processes and procedures of the Mosque Administration
- 🕌 Undertake to receive, review, respond to all correspondence, inquiries through post, email or telephone related to the Mosque and its activities
- 🕌 Establish and maintain a system or register of all incoming mail, packages, documents, payments, contributions and prepare weekly report for the same for the Honorary Secretary and the Honorary Treasurer
- 🕌 Ensure proper document filing systems exist and manage these on an ongoing basis
- 🕌 Maintain a comprehensive database of all mosques and leading Muslim organisations, scholars, dignitaries, government officials, schools, colleges, community support organisations and other bodies or individuals with whom the Mosque needs to interact
- 🕌 Assist the Honorary Secretary in recording and keeping minutes of all meetings and preparing the agenda for meetings in consultation with the Chairman
- 🕌 Empanel proven and experienced tradesmen to provide maintenance and upkeep of the Mosque's assets as and when needed
- 🕌 Ensure that all functional systems of the Mosque related to utilities, plumbing, public announcements, security and surveillance, telecommunications, cleanliness and sanitation, kitchen and pantry, vehicular access and parking are maintained to functional standards at all times
- 🕌 Ensure that all supplies are available at all times
- 🕌 Keep a track of electricity, gas and water consumption and ensure that all bills are paid on time with the assistance of the Honorary Treasurer
- 🕌 Ensure that all statutory compliance issues are always in order and proactively coordinate the renewal or activation of these with the Honorary Treasurer, Honorary Secretary if these are lax in any way
- 🕌 Maintain an updated diary of activities planned and ensure that all members of the Administrative Committee are aware of the future activities and events
- 🕌 Notify all members of the Administrative Committee through email or telephone of meetings of the main Committee or sub-Committees as may be relevant

## Job Profile: Office Manager

- 🕌 Ensure planned activities relevant to the general public are well publicised and communicated through posters, email or other forms of communication
- 🕌 Receive all requests for school visits, group visits, marriages, funerals, external visitations and coordinate allocation of tasks for handling such visits with Honorary Secretary
- 🕌 Adhere to established procedure for managing such requests including collection of all details through relevant forms and collection of fees, charges as necessary
- 🕌 Maintain an updated register of activities completed along with associated costs, payments and sundries
- 🕌 Maintain an accurate register of students enrolled in the madrassah and keep this register updated
- 🕌 Receive all payments from parents and students for the *madrassah* and ensure that each and every payment is recorded and a proper receipt is provided
- 🕌 Compile a weekly list of defaulters of payment at the madrassah and coordinate with the Vice Chairman, Education to issue written reminders for non-payment
- 🕌 Maintain an updated list of all teachers at the madrassah including their complete profiles, CRB details and other necessary information so as to comply with regulations
- 🕌 Record the attendance of all teachers and compile the list of attendance on the last Thursday of each month along with the Vice Chairman, Education and Head of Education
- 🕌 Coordinate the activities of the Imam and the Nai'ib Imam(s) so as to ensure that at least 1 is present at the Mosque during times of the five prayers
- 🕌 Escalate all urgent matters to the Honorary Secretary within minutes of being aware of such issues and to the Chairman if the Honorary Secretary

## Secondary Responsibilities:

- 🕌 Maintain a record of all development activities planned for the Mosque and ensure that relevant documents are copied and filed at the Mosque
- 🕌 Prepare regular and special documents for seeking funds and donations and contributions for the Mosque and its activities
- 🕌 Seek, meet and engage with community members, welfare associations, local government officials, charitable organisations to develop and seek funding for the Mosque and its activities
- 🕌 Ensure that the Mosque website is updated with the latest information as needed and coordinate the weekly update with the concerned Committee member responsible for the same
- 🕌 Assist in facilitating visiting scholars as and when the occasion arises

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### Requirements:

- 🕌 Graduate, with at least 15 years of working experience in any discipline
- 🕌 Complete familiarity with office management systems including filing, documentation, processes
- 🕌 Hands-on familiarity with IT systems such as Word, Excel, Power Point, Access
- 🕌 Experience of managing office in a multi-cultural environment
- 🕌 Long-standing knowledge, experience of and interaction with British Muslim communities
- 🕌 Broken shift working possible – essential timings between 10:30 am to 2:30 pm and between 5:00 pm to 8:00 pm
- 🕌 Fluency in English and preferably Urdu if possible
- 🕌 Confidence and ability to work independently on routine issues and in consultation with Honorary Secretary and Chairman as and when needed

### Remuneration:

- 🕌 Basic salary of £1500 per month
- 🕌 Local conveyance reimbursement of £50 per month
- 🕌 30 days earned leave, pro-rata from date of commencement
- 🕌 Remuneration can be revised after first 6 months of performance

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