
Job Description

Job Title	Lead Imam	Vacancy	Permanent
Salary	£20,000 Per Annum	Hours	30 hours including weekends

Reports To Management Committee

Purpose of the Job

This is a new important role to represent The Halesowen/Dudley Yemeni Community Association at the newly built Halesowen Cultural Centre based in central Halesowen. Responsibilities will include providing Islamic religious guidance according to the Holy Quran and the Sunnah, developing and managing new educational and cultural projects. Also leading congregational prayers and sermons to a diverse Muslim community. The post will involve working directly with children, adults the elderly and vulnerable people to help develop their social and educational skills and undertake duties under direction. It will require a strong and confident communicator that has the necessary skills and attributes to deal with people from all backgrounds within the wider community and has the skills and experience in helping to create links and build bridges with a diverse community via initiatives such as inter faith meetings.

Specific Accountabilities

- To build confidence, develop, plan and lead the delivery a wide variety of educational, cultural programmes and cultural activities for all users including adults, the elderly, children, the vulnerable and disabilities groups working with partner agencies that will meet HDYCA/HCC needs.
- To develop, lead, manage and teach Quranic and Islamic Studies.
- To undertake the role of Imam and to be the main contact for specific cultural projects.
- To offer advice guidance and hold awareness sessions to all our service users and all partners agency when required. To act as a mediator between service users as and when required.
- To sign service users and work with other agencies by making referrals when necessary to other relevant agencies.

- To create and develop positive relationships with key partner's agencies such as schools, local colleges, the local authorities, the police, the NHS, local faiths groups, other local and national organisations and community groups.
 - To report to and work closely with the HDYCA/ HCC Management/ Trustees to help support the day to day operations and administration of all cultural programmes, to prevent and resolve issues.
 - To provide monthly reports and updates to the Management Committee. To meet on a monthly basis with the management committee to provide feedback and discuss all developments.
 - To actively promote and adhere with HDYCA/HCC policies and procedure and promote the safeguarding and welfare of all our service users including children, adult, elderly, vulnerable and key partner agencies.
 - To be responsible for adhering to legislative requirement and HDYCA policies and procedures including Health and Safety, Data Protection, Equal Opportunities etc.
 - The role for this position will include the responsibility of being the key holder and is accountable for securing, opening and closing the centre as when required.
 - To manage all the responsibilities listed above; all employees must be flexible in their approach and undertake other duties that are commensurate with the role to achieve the objectives of the organisation.
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Key Accountabilities

- Manage and develop Cultural and Educational programs and meet agreed set targets.
- Develop and administer goals, objectives, and procedures.
- Exercise sound, expert independent judgment within HDYCA policy guidelines.
- Analyse and assess Cultural and Educational programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community issues, concerns and needs.
- To take responsibility and be accountable for all tasks as assigned.
- Research, analyse and evaluate new service delivery methods and techniques.
- Present proposals and recommendations clearly and logically in monthly meetings.
- Prepare clear, concise and comprehensive administrative reports.
- Must be fluent in speaking and writing in English and Arabic to read and interpret information and documents.
- Work with strict deadlines without frequent interruptions.
- Utilise standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable HDYCA policies, local laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain effective working relationships with Teacher staff, volunteers, users, and visitors, other key partners including local governmental, local authority level, community organisations and groups, employees and the general public.

Competencies:

- Effective Communicator.
- Problem Solver and Decision Maker
- Organiser and Planner
- A strategic thinker
- An understanding of community issues.
- Can cope under pressure situations
- Skills to influence, to become a role model, coach and develop individuals.
- A qualified and extensive knowledge of the Islamic faith and its customs.

Qualifications and experience

- A Bachelor's degree or equivalent from an accredited college or university with major course work in studying Quran and Islamic Studies. In addition applicants must have extensive knowledge and understanding of Islamic Fiqh.
- Must be fluent in speaking, reading and writing in both Arabic and English.
- A minimum of 2 years' experience of teaching the Arabic language and translating both verbally and written Arabic to English and vice versa.
- A minimum of 2 years' experience in a similar role of an Imam with additional experience in public communications or a related field

Special Conditions

- **The role of Lead Imam requires flexibility in working hours including weekend work and bank holidays.**
- **Any offer of employment will be subject to enhanced DBS clearance and references.**
- **The post is open to men only and is exempt under the Sex Discrimination Act 7(2)(d) and (e)**