



Programme Administrator

- ❖ **Salary:** £25,000 pro-rata (£10,000 for 15 hours/week)
- ❖ **Location:** Currently mainly home/online (including some online event attendance)
- ❖ **Contract length:** Permanent with pensionable benefits of 5%
- ❖ **Reports to:** Director
- ❖ **Leave:** 25 days per year (pro-rata) plus bank holidays
- ❖ **Probationary period:** 6 months
- ❖ **Interview date:** mid-July 2020
- ❖ **Start date:** Early August 2020
- ❖ **Deadline for applications:** 5pm on Tuesday 7th July 2020

The Inclusive Mosque Initiative (IMI) is committed to centring and uplifting the voices and experiences of marginalised people within our communities. This means having a critical awareness of the dynamics of power and privilege, and working against racism (including anti-blackness, Islamophobia, anti-Semitism), homophobia, transphobia, gender-based discrimination, poverty, ableism, and environmental damage and understanding the ways these are connected.

IMI was named one of the [50 New Radicals of 2018](#).

The Role

- The programme administrator will handle the running and finance of our regular programme which includes Friday prayers (Jummahs), Eid celebrations, activities during Ramadan, and smaller discussion-based events (halaqahs). This will involve being present at these events on the day.
- The programme administrator will coordinate the planning and execution of our paid-for officiate services such as wedding ceremonies and consultancy services to external parties.
- The programme administrator will support communications and marketing including social media delivery in partnership with the Director.
- Support the coordination of the training and development of our religious service consultants (imamx).

The successful candidate will be **responsible for**:

- Event planning and delivery.
- Coordinating paid-for religious services and consultancy.
- General admin- This includes responding to external communications within a three day period. Signposting queries to relevant individuals or organisations. Managing expenses and reimbursement for IMI personnel and guests.
- Minute taking and coordinating board meetings.
- Expense and invoice payment for imamx and consultants.

The successful candidate will **support**:

- The Director and board of trustees to deliver imamx (religious service consultants) training and development.
- The Director and board of trustees in developing collaborations with external organisations to deliver social justice outcomes.
- The Director with communications and marketing.
- The Treasurer with financial management and accounts.

Person Specification

- Self-motivated, positive person with an optimistic attitude, emotionally mature and good awareness of the challenges that an organisation like IMI faces.
- A demonstrable understanding of intersectionality and social justice.
- An understanding of the needs of IMI stakeholders and a commitment to their care.
- Strong interpersonal skills with an ability to build effective working relationships with internal and external partners and volunteers.
- Ability to identify opportunities for stakeholder and volunteers to contribute to the work of IMI.
- Proven ability to work on your own initiative, recognising tasks that need to be undertaken, and managing your time effectively to ensure deadlines are met.
- Proven ability to communicate effectively in English, orally and in writing, with a range of stakeholders.
- Good working knowledge of Microsoft Word, Excel and Powerpoint.

The ideal candidate will show an understanding of:

- Their own privilege.
- The emotional challenges of social justice work.

Essential Experience

- Experience of working with Muslim communities.
- Understanding of LGBT+ Muslim communities.
- Note taking and correspondence, with the ability to adapt your communication style for different groups.
- Knowledge of accessibility requirements.

Desirable Experience

- Experience in volunteer development.
- Experience working with disabled people.
- Level 1 or above BSL interpretation.

Please note:

- Applicants must be 18+ and be resident in the UK at the time of application and be UK/EU citizens, holders of a valid UK work permit, or on a student visa that permits part-time work.
- We will prioritise women, genderqueer and disabled applicants

This is a great opportunity for someone who is interested in working for a female-led organisation that is committed to centring and uplifting the voices and experiences of marginalised muslim communities and their families.

If you'd like to be considered for this role please:

- Arrange a time to talk with us prior to sending an application should you wish. Introductory conversation to be booked with the imi team here: admin@inclusivemosque.org
- Submit your CV and cover letter addressing how you meet the person specification and required experience. Send to admin@inclusivemosque.org
- Please let us know by email or answerphone 02031891185 of any adjustments or support you need to attend an interview with us.
- **NB** - interviews will be conducted via video call on Zoom.