

Job Title: Programmes Manager

Job Terms

- **Salary:** £25,000 per annum part time, 2.5 days per week (£50,000 p/a pro rata)
- **Length of employment:** 1 year (with the potential for extension)
- **Reports to:** Board of Trustees
- **Location:** London-based/Remote - role will require regular travel to London, and occasional travel to other parts of the UK.
- **Leave:** 28 days pro rata (including bank holidays)
- **Probationary period:** 6 months

- **Start date:** ASAP

About Inclusive Mosque

Inclusive Mosque Initiative (IMI) is a UK-based charity committed to creating inclusive, safer spaces for marginalised Muslims and their allies. Founded on principles of gender justice, anti-racism, interfaith collaboration, and LGBTQ+ inclusion, IMI reimagines what spiritual and community spaces can look like when rooted in equality and accessibility. Through its events, campaigns, and partnerships, IMI centres the voices of those often excluded from traditional mosque settings, including disabled people, queer Muslims, and those from minority sects or backgrounds.

Purpose of the Job

The Programmes Manager is responsible for designing, managing and delivering IMI's mosque events and advocacy programmes. This includes ensuring that IMI's programme work is values-driven, strategically aligned, and responsive to the needs of marginalised Muslim communities. The Programmes Manager will also work collaboratively across the organisation to support fundraising, impact reporting,

stakeholder engagement and care, and ensure the success of the wider organisational mission.

Key Relationships

- Reports to the Board of Trustees.
 - Collaborates closely with the Operations Manager.
 - Supports and is supported by volunteers, freelancers, imams, and the wider IMI community.
 - Engages with external partners in the charity and campaigning sectors.
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Key Responsibilities

Programme Development and Delivery

Lead on the development and delivery of IMI's core programming, including:

- Regular prayer gatherings, Ramadan and Eid events, Muharram Majlis, and other multi-sect Islamic calendar observances.
- Advocacy campaigns and sector-specific interventions across mental health, domestic violence and LGBT+ support services.
- Paid-for services include officiating weddings, spiritual support, and consultancy services.
- Ensure all programming reflects the values of intersectional feminism, anti-sectarianism, abolitionism, and radical inclusion.
- Co-design programmes with community members and stakeholders, embedding lived experience into planning and delivery.

Monitoring, Evaluation and Impact

- Develop and maintain systems to monitor and evaluate programme effectiveness and impact.
- Report on programme outcomes to internal teams and external funders.
- Gather feedback from programme participants and wider stakeholders to improve delivery and deepen community connection continuously.

Collaboration and Internal Coordination

- Collaborate with the **Operations Manager** on logistics, safeguarding, risk assessments, and volunteer/freelancer coordination for events.
- Work closely with the **Director** on the strategic alignment of programme work and advocacy.
- Attend **Trustee Board** meetings and support the preparation of programme reports and updates.

Stakeholder Engagement

- Build and sustain relationships with Muslim community members, imams, spiritual leaders, partner organisations, and campaigners.
- Ensure regular and intentional feedback loops with attendees, ensuring programmes are community-driven and accessible.

Fundraising and Financial Accountability

- Collaborate with the Operations Manager on fundraising and income generation related to programmes.
- Support writing of grant applications and reports specific to programme outcomes and advocacy.

- Track programme-related budgets and ensure financial accountability for funded work.

Volunteer and Freelance Coordination

- Recruit, train and support volunteers to deliver programme work in alignment with IMI values.
- Recruit and support freelancers to deliver relevant work in alignment with IMI values.
- Support spiritual leaders and guest facilitators with session planning, accessibility needs, and honouraria.

Communications and Public Engagement

- Support the Director with public representation and comms around IMI's programme work.
 - Help shape how IMI's programming is communicated through social media, newsletters, and public events.
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Person Specification

Essential Knowledge, Experience and Skills

- Demonstrable experience of planning and delivering community-centred, values-driven programmes.
- Deep understanding of the lived experiences of marginalised Muslim communities in the UK.
- Knowledge of intersectionality, abolitionist and anti-sectarian practices, and

commitment to collective liberation.

- Experience working with Muslim communities and with LGBT+ Muslim people.
- Experience delivering programmes in one or more of the following: domestic violence, mental health, or LGBT+ support.

Strong project and time management skills; able to manage multiple projects to tight deadlines.

- Experience managing volunteers or freelancers.
- Proven ability to work independently, adaptively, and collaboratively in a small team.
- Experience evaluating programme outcomes and writing reports for funders.
- Confident communicator with the ability to speak publicly and facilitate inclusive discussions.

Desirable Knowledge, Experience and Skills

- Experience of spiritual or religious leadership (e.g., leading prayer, organising faith-based events).
- Experience in charity governance or working within a small organisation.
- Familiarity with trauma-informed, accessible, and inclusive event design.

Experience facilitating feminist or queer Muslim community spaces.

- Lived experience of marginalisation, particularly as a Muslim and/or LGBTQ+ person.

Fluency in a community language (e.g. Somali, Bengali, Swahili, Urdu, Arabic).

How to Apply:

Please complete [the online application form](#) and upload a copy of your CV by the **25th of August 2025**.

We will tell you the outcome of your application by the **3rd of October 2025**.

If you have any questions or have access requirements, please email:

recruitment.imi@proton.me.

Note for Applicants:

To reduce bias in recruitment, your application will be anonymised for the shortlisting stages - identifying factors like your name and gender will be removed. By shortlisting anonymous candidates, we aim to focus on the relevant skills, values and professional experience of each candidate, regardless of background. Please answer the questions in the form - your answers will be reviewed before we look at your CV.