

# Dawah Project Assistant

## Green Lane Masjid & Community Centre

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**CONTRACT TYPE:** 37.5 hours, full-time.

**REPORTS TO:** Dawah Project Manager

**SALARY:** £22,500.00 – £25,000.00 (dependent upon experience)

**LOCATION:** Green Lane Masjid and Community Centre

### BACKGROUND TO GLMCC:

*Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week*

### 1. PURPOSE OF THE ROLE:

GLMCC is seeking a highly organised individual with proven administrative experience to join the Dawah team, enhancing productivity, supporting key projects, and efficiently managing coordination with a range of stakeholders.

### 2. MAIN RESPONSIBILITIES:

#### **Administration:**

- Assist in liaising with speakers for key projects and events
- Manage and respond to all emails/queries relating to Dawah
- Chair and document minutes for meetings.
- Ensure bookings of all internal Dawah events

#### **Operations and Dawah:**

- Assist in managing the weekly/monthly lectures being delivered onsite at the masjid.
- Host and chair events as and when required.
- Arrange hospitality for speakers.
- Assist in planning major conferences.
- Assist in organising and planning online courses and lectures.
- Supporting in internal and external outreach events

#### **Marketing:**

- Ensure effective marketing of Dawah events.
- Ensure implementation of Dawah Marketing Schedule
- Liaise with the marketing team to ensure high quality material is produced
- Create presentations showcasing the work of the Dawah department.

#### **Social Media:**

- Ensure content is well-conceived, engaging, and effectively produced and disseminated across various social media platforms by collaborating with the Dawah and media teams.

### 3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS:</b>		
1.	A graduate or equivalent qualification	DESIRABLE
<b>EXPERIENCE:</b>		
2.	Experience in the dawah field	ESSENTIAL
3.	Proven experience in an Islamic environment	ESSENTIAL
4.	Experience of working with volunteers	DESIRABLE
<b>ATTRIBUTES:</b>		
5.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
6.	Commitment to the aims and objectives of GLMCC.	ESSENTIAL
7.	Excellent communication skills in English (written and verbal).	ESSENTIAL
8.	Able to manage a demanding workload and work within tight deadlines.	ESSENTIAL
9.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	ESSENTIAL

### 4. BENEFITS

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Additional leave for Hajj or exceptional circumstances.
- Continuous professional development tailored to your role
- Conducive working religious environment.
- Shariah-compliant pension offered.
- Bright Exchange discounts available.
- Volunteering options for employees.

#### DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until **Tuesday 30<sup>th</sup> September 2025**

**To apply, please email your CV and a covering letter to [HR@greenlanemasjid.org](mailto:HR@greenlanemasjid.org)**