

## Head of Dawah

### Green Lane Masjid & Community Centre

---

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

**REPORTS TO:** CEO

**DIRECT REPORTS:** 3

**SALARY:** £37,000.00 – £42,000.00 (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:**

The purpose of this role is to strategize, manage, and oversee all Dawah-related activities within the masjid. The main objective is to inspire the congregation and community through the introduction of new initiatives, engaging events, activities, programmes, and online content.

#### **2. MAIN RESPONSIBILITIES:**

##### **Leadership:**

- Develop and implement a comprehensive strategy for Dawah within the masjid.
- Lead and manage the Dawah team to ensure all activities align with GLMCC's mission.
- Promote authentic Dawah in line with Islamic principles and values.
- Provide regular reports to the CEO and Trustees, highlighting key activities, successes, challenges, and developments within the Dawah department.

##### **Operations and Events:**

- Manage the Khutbah rota, ensuring a diverse and engaging range of topics.
- Oversee the production and management of all online Dawah content, ensuring it aligns with GLMCC's vision and reaches the broader community.
- Organise and manage three yearly conferences (Summer, Winter, and Ramadan), ensuring high-quality programming.
- Ensure regular engagement with the wider community through events, visits, and collaborations.

##### **Outreach:**

- Manage and promote weekly lectures and talks to ensure consistency and variety in topics.
- Run seasonal campaigns to raise awareness on key issues affecting the community.
- Build and maintain strategic partnerships with local and international organisations.
- Write and publish written content, such as articles, booklets, and leaflets, that support the Dawah mission.
-

## PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS:</b>		
1.	Islamic education qualification	ESSENTIAL
2.	A graduate with a relevant qualification.	ESSENTIAL
<b>EXPERIENCE:</b>		
3.	Understanding of the Ahlul-Hadith dawah.	ESSENTIAL
4.	Extensive experience in the dawah field	ESSENTIAL
5.	Proven experience in an Islamic environment	ESSENTIAL
6.	Experience of working with volunteers	DESIRABLE
<b>ATTRIBUTES:</b>		
7.	Ability to develop good working relationships.	ESSENTIAL
8.	Ability to manage and lead a team.	ESSENTIAL
9.	Ability to share good practice.	ESSENTIAL
10.	Strong Islamic character and values.	ESSENTIAL
11.	Energy, enthusiasm, flexibility, and resilience.	ESSENTIAL
12.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
13.	Commitment to the aims and objectives of GLMCC.	ESSENTIAL
14.	Excellent communication skills in English (written and verbal).	ESSENTIAL
15.	Able to manage a demanding workload and work within tight deadlines.	ESSENTIAL
16.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	ESSENTIAL

### 3. 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 **Friday 17<sup>th</sup> October 2025**

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