

## Website Lead

### Green Lane Masjid & Community Centre

**CONTRACT TYPE:** Fixed (22.5 hours per week)

**REPORTS TO:** Head of Marketing & PR

**DIRECT REPORTS:** 1

**SALARY:** £25,000.00 - £30,000.00 pro rata

**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 Website Manager will be responsible for maintaining, developing, and managing our suite of websites, with a primary focus on leading the development of our main website and CRM system. This role requires a candidate with essential project management experience, proficiency in WordPress development, and PHP coding skills. The Website Manager will be responsible for overseeing the health of our servers to ensure optimal website performance and security.

#### 2. MAIN RESPONSIBILITIES FOR THE ROLE

##### People & Culture Leadership

- **Project management:** Manage website development projects from initiation through to completion, including defining project scope, timelines, and budgets. Coordinate with internal teams and external vendors to execute projects on time and within budget.
- **Website maintenance:** Regularly update and maintain all company websites to ensure content accuracy, functionality, and optimal user experience. Monitor website performance, uptime, and security, promptly addressing any issues or vulnerabilities.
- **Website development:** Lead the development of our main website, including planning, designing, and implementing new features and enhancements. Collaborate with internal stakeholders to gather requirements and ensure alignment with business objectives.
- **WordPress development:** Customise and extend WordPress functionality to meet business requirements, leveraging PHP coding skills and WordPress plugins. Troubleshoot and resolve technical issues related to WordPress sites and plugins.
- **Server management:** Monitor our dedicated servers health and performance, implementing necessary updates and optimisations to ensure reliable website hosting. Implement security measures to protect against potential threats and ensure data integrity.

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

	CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS:</b>		
1.	Educated to degree level or equivalent relevant experience	ESSENTIAL
2.	Bachelor's degree in Computer Science, Information Technology, or related field	DESIRABLE
3.	Valid UK Driving License	ESSENTIAL
<b>EXPERIENCE:</b>		
4.	Proven experience in website management, development, and project management	ESSENTIAL
5.	Proficiency in Wordpress development and customisation, with strong PHP coding skills	ESSENTIAL
6.	Experience managing servers and implementing server security measures	ESSENTIAL
7.	Excellent communication and collaboration skills, with the ability to work effectively with cross-functional teams	ESSENTIAL
8.	Budget management skills	ESSENTIAL
9.	Excellent planning and organisational skills	ESSENTIAL
10.	Ability to work independently and collaboratively	ESSENTIAL
11.	Ability to work in various environments to maintain relationships	ESSENTIAL
12.	Experience of working in the UK Islamic charity sector	DESIRABLE
13.	Excellent interpersonal and communication skills	ESSENTIAL
<b>SKILLS AND ATTRIBUTES:</b>		
14.	Strong Islamic character and values.	ESSENTIAL
15.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
16.	Excellent communication skills in English (written and verbal).	ESSENTIAL
17.	Able to manage a demanding workload and work within tight deadlines.	ESSENTIAL
18.	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.
- Continuous professional development tailored to your role.
- Conducive working religious environment.
- Shariah-compliant pension offered.
- Bright Exchange discounts available.
- Volunteering options for employees.
- Relevant training, as applicable to the role.

#### 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 7<sup>th</sup> November 2025**

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