

Dawah Project Manager

Green Lane Masjid & Community Centre

CONTRACT TYPE: 37.5 hours, full-time.

REPORTS TO: Head of Dawah

SALARY: £25,000.00 – £30,000.00 (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 requires an organised individual with relevant administrative experience to work within the current Dawah team to increase output, support on projects, and effectively manage and coordinate with diverse stakeholders.

2. MAIN RESPONSIBILITIES:

Administration:

- Liaise with speakers for key projects and events.
- Manage and respond to all emails/queries relating to Dawah
- Chair and document minutes for meetings.
- Manage a small team of volunteers and/or staff

Operations and Dawah:

- Manage 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.

Marketing:

- Ensure effective marketing of Dawah events.
- 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.
- Monitor and respond to video comments on social media.

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Islamic Education Qualification	DESIRABLE
2.	Ideally a graduate or equivalent qualification.	DESIRABLE
EXPERIENCE:		
3.	Extensive experience in the dawah field	ESSENTIAL
4.	Proven experience in an Islamic environment	ESSENTIAL
5.	Experience of working with volunteers	DESIRABLE
6.	Experience of working in a professional environment for over 5 years.	DESIRABLE
7.	Proven experience in managing a diverse team.	DESIRABLE
SKILLS AND ATTRIBUTES:		
8.	Strong Islamic character and values.	ESSENTIAL
9.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
10.	Commitment to the aims and objectives of GLMCC.	ESSENTIAL
11.	Excellent communication skills in English (written and verbal).	ESSENTIAL
12.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	ESSENTIAL
13.	Able to manage a demanding workload and work within tight deadlines.	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.

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 **Wednesday 31st December 2025**

To apply, please email your CV and a covering letter to HR@greenlanemasjid.org