

Head of People and Culture

Green Lane Masjid & Community Centre

CONTRACT TYPE: Fixed (37.5 hours per week)

REPORTS TO: CEO

DIRECT REPORTS: 1

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 Head of People & Culture will lead GLMCC's people strategy, creating a positive and inclusive workplace culture that reflects the organisation's faith-based ethos and community mission. This role will strengthen organisational capability by embedding modern people practices, job evaluation frameworks, and leadership development, while ensuring compliance with employment law, safeguarding, and regulatory requirements.

2. MAIN RESPONSIBILITIES FOR THE ROLE

People & Culture Leadership

- Develop and deliver a People & Culture Plan that supports GLMCC's growth and community mission.
- Embed a positive, inclusive culture where staff and volunteers feel engaged and valued.
- Support senior managers with structural changes, workforce planning, and role design.

HR Operations

- Oversee day-to-day HR processes including recruitment, onboarding, payroll, pensions, and employee relations.
- Provide advice and support on HR issues including disciplinary, grievance, and capability cases.
- Ensure accurate and timely HR administration, records, and reporting.

Policies & Compliance

- Review and update HR policies to reflect best practice, employment law, GDPR, and safeguarding.
- Manage and oversee safer recruitment and DBS processes for staff and volunteers.
- Ensure compliance with internal governance and external regulators.

Job Evaluation & Reward

- Lead the introduction of a job evaluation and pay framework to ensure fairness and consistency.
- Support annual pay reviews and advise trustees on reward and recognition.

Recruitment & Resourcing

- Manage the end-to-end recruitment cycle including adverts, interviews and onboarding.
- Work with departmental leads to ensure roles are well defined and appropriately resourced.
- Promote GLMCC as an employer of choice through clear employer branding and EVP.

Learning & Development

- Coordinate training and development, ensuring statutory requirements (safeguarding, GDPR, health & safety) are met.
- Support managers in identifying training needs and sourcing cost-effective solutions.

Reporting & Governance

- Provide regular workforce updates to trustees and senior management.
- Track key HR metrics (absence, turnover, training compliance).
- Contribute to organisational risk management in relation to people.

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
	CIPD Level 5 qualification (or working towards).	ESSENTIAL
	Educated to degree level or equivalent relevant experience	ESSENTIAL
EXPERIENCE:		
	Proven HR generalist experience across recruitment, employee relations, payroll, and policy.	ESSENTIAL
	Strong knowledge of employment law, GDPR, and safeguarding requirements.	ESSENTIAL
	Excellent communication and interpersonal skills with ability to influence at all levels.	ESSENTIAL
	Strong IT and data management skills, including Excel and HRIS systems.	DESIRABLE
	Ability to manage multiple priorities in a busy, faith-based charity environment.	ESSENTIAL
	Experience working in a charity or faithbased setting.	DESIRABLE
	Knowledge of payroll systems and pension administration.	ESSENTIAL
	Experience in volunteer management.	DESIRABLE
SKILLS & ATTRIBUTES:		
	Excellent written and verbal communication skills	ESSENTIAL
	Strategic thinker with strong analytical and decision-making skills	ESSENTIAL
	Strong interpersonal skills and emotional intelligence	ESSENTIAL
	Knowledge of Islamic values and professionalism in an Islamic environment	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 **Wednesday 31st December 2025**

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