

RAMADAN FUNDRAISING LEAD

Male & Female Positions

Green Lane Masjid & Community Centre

CONTRACT TYPE: 1-month contract. Full-time during Ramadan (evenings and weekends required)

REPORTS TO: Fundraising Co-ordinator

SALARY: £12.50 - £16 per hour dependent on 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 Ramadan Fundraising Lead plays a critical role in ensuring the smooth and effective delivery of all fundraising operations during the blessed month of Ramadan. You will lead a team of volunteers to coordinate donation activities across taraweeh, Jumu'ah, and special nights, ensuring funds are collected securely, equipment is managed effectively, and morale remains high throughout.

This role requires excellent communication, strong leadership under pressure, high integrity, and a calm, organised approach to managing people, logistics, and time-sensitive tasks.

2. MAIN RESPONSIBILITIES FOR THE ROLE

Volunteer Coordination

- Brief volunteers clearly each night to ensure everyone understands their roles and responsibilities
- Maintain high volunteer morale through positive, motivational leadership
- Manage rotas, volunteer check-ins, and attendance
- Build strong relationships with volunteers, showing appreciation for their time and effort
- Offer motivational/spiritual reminders or short du'as to motivate and unite the team (particularly on key nights)

Fundraising Operations

- Ensure buckets, contactless payment devices, and other equipment is prepared, distributed, and tracked each night
- Troubleshoot on-the-ground issues such as device failure, volunteer no-shows, or last-minute logistical changes
- Coordinate with prayer organisers and security to align fundraising activity with operational flow
- Keep printed materials (leaflets, signage, envelopes) stocked and distributed as needed
- Support the Fundraising Coordinator in collecting donations and safe keeping of totals for internal reconciliation

Compliance & Security

- Ensure fundraising practices adhere to internal financial controls
- Handle donations, devices, and cash buckets with integrity and professionalism
- Maintain a clear chain of accountability when dealing with funds and report any discrepancies promptly
- Be vigilant to potential safeguarding issues in busy environments



Digital & Gift Aid Support

- Encourage use of contactless and Gift Aid-enabled giving methods
- Ensure all digital fundraising devices are charged, tested, and functional before distribution
- Monitor performance of collection devices and flag any issues for escalation

Communication & Reporting

- Act as the key on-site contact for volunteers, managing any escalations calmly and professionally
- Provide daily updates to the Fundraising Coordinator on attendance, issues, and donations
- Assist with volunteer feedback collection to improve future campaigns
- Help prepare a summary of challenges, successes, and recommendations post-Ramadan

Flexibility & Team Support

- Support additional campaign needs as directed by the Fundraising Coordinator
- Adjust shift patterns and team coverage dynamically in response to operational needs
- Be available to support across taraweeh, Jumu'ah, radio appeals, and key nights, including Laylatul Qadr

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

CRITERIA	ESSENTIAL / DESIRABLE
QUALIFICATIONS	
1. Educated to GCSE level or equivalent relevant experience	Essential
2. First Aid trained or willing to complete prior to Ramadan	Desirable
3. Valid UK Driving Licence (if applicable)	Desirable
EXPERIENCE	
4. Experience coordinating volunteers or events	Essential
5. Previous involvement in Ramadan operations or similar high-pressure environments	Essential
6. Experience within a masjid or Islamic organisation	Desirable
SKILLS AND ATTRIBUTES	
10. Clear and confident communicator, both verbal and written	Essential
11. Highly organised, with strong attention to detail	Essential
12. Calm under pressure, especially in busy or crowded settings	Essential
13. Confident problem-solver, able to act quickly and decisively	Essential

14. Approachable and empathetic leadership style	Essential
15. High integrity and trustworthiness when handling money	Essential
16. Flexible availability (especially evenings and weekends)	Essential
17. Ability to use basic tools/apps for rota and equipment tracking	Essential
18. Vigilance around safeguarding and compliance	Essential
19. Understanding of UX for donors and digital giving methods	Desirable
20. Positive Islamic character and commitment to working for the sake of Allah	Essential



4. BENEFITS

- Opportunity to lead a high-impact campaign during the most blessed month of the year
- Work in a spiritually uplifting environment
- Develop leadership, operational, and coordination skills
- Official reference
- Reasonable iftar provided when working on-site

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 10th February 2026

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