

Job Description



Job Title:	Centre Coordinator
Responsible to:	Centre Manager / Imam / Board Members
Responsible for:	Smooth and efficient running of all programmes and services and day to day running of the mosque.
Hours:	Full-time, 40 hours per week, flexible including occasional weekends and evenings.
Salary:	£23,000 – £25,000 (depending upon experience)
Location:	Edmonton N9, North London

About the Rumi Mosque

Anatolian Muslims Society also known as Rumi Mosque is a place of worship and community centre located in Edmonton Green, North London. It was founded as a registered charity in 2004 and takes its name after the famous 13th-century Islamic theologian, Mevlana Jalaluddin Rumi who emphasised the essential Islamic teachings of love, charity, care and commitment to others and an emphatic acceptance of diversity.

At Rumi Mosque, we aim to provide a welcoming, peaceful and loving atmosphere for Muslims and non-Muslims alike, and we proactively engage with all communities in our neighbourhood. In the time of our Prophet, the mosque was a place where the community convened not just for prayer but also for meetings, learning, charity and to share happy occasions. We aim to replicate that atmosphere through interfaith community events, courses, fun activities and plenty of food and good conversation.

Job Purpose

We are seeking a dynamic and committed person to fill the crucial role of Centre Coordinator at Rumi Mosque.

The Centre Coordinator will be responsible for ensuring the overall smooth and efficient running of all the mosque's services, as well as the effective management of the office and all administrative tasks required to enable the mosque to function at its best.

The ideal candidate will have experience of working in busy office settings, preferably within faith settings/voluntary sector, with impeccable organisation and administrative skills. The role will require supporting the Centre Manager, Imam, Board members and volunteers.

Main Duties and Responsibilities

The main duties and responsibilities will include the following:

1. General coordination and administration

- Act as a central point of communication for the mosque.
- Answer the telephone, respond to all letters and e-mails, and handle general correspondence.
- Greet and deal with visitors and enquiries to the mosque.
- Maintain and develop efficient filing system throughout the office covering all operations.
- Use software packages such as Microsoft Office & other finance software to ensure efficient operations.
- Schedule meetings, manage diaries and arrange appointments.
- Create agendas for meetings and take minutes.
- Supervise and manage all room bookings from external parties.
- Support with coordination of all events and programmes that take place at the mosque such as Mosque Open Day, Open House Day, community breakfasts, community/iftar dinners, seminars and panel discussions, study circles etc.
- Liaise with schools and external bodies and facilitate external visits to the mosque.
- Organise any new events as per the instructions of the Imam and/or the Board.
- Assist Imam and other colleagues with photocopying and printing and all other office duties.
- Liaise with the Board of Trustees, attend their monthly meetings and administer the process.
- Assist with the smooth running of mosque weekend school, Friday sermons and any other services provided.
- Coordination and support to the Rumi mosque volunteers.
- Maintaining relations with and liaising with internal and external key stakeholders.
- Order stationery and general housekeeping items.

2. Building Management

- Ensure that the Mosque is managed correctly and runs smoothly, managing opening/closing of building and security.
- Ensure that the health and safety at the premises including fire safety and hygiene are adhered to.
- Arrange/facilitate repairs and maintenance to the building and equipment.
- Arrange annual maintenance and testing of smoke detectors, emergency lighting and emergency exits, portable appliance testing (PAT) and intruder alarm maintenance.
- Provide an induction for external users of the mosque, including health and safety procedures.
- Ensure that kitchen, WC's, prayer hall and other rooms are kept orderly.

3. Financial duties

- Ensure that accurate records of income and expenditure are kept.
- Count all donations received, issue receipts and bank/cash cheques as necessary.
- Maintain the petty cash account.
- Pay invoices for goods and services.
- Complete monthly income and expenditure spreadsheets as requested.
- Support with the research and completion of applications for grants and other available funding opportunities.

- Ensure gift-aid, HMRC & charity commission related claims are made.
- Prepare the accounts for annual audit by the Mosque's accountant.
- Support with completing of Annual Return, notification of Trustee/Secretary changes etc to Companies House and the Charities Commission.
- Attend Trustees' monthly meetings.
- Prepare agenda and take minutes at Trustees' meetings.
- Assist Chairperson/Board by providing financial data, statistics and any other information as requested.
- Any other tasks and duties requested by Line manager and the Board in accordance with the role.

The above job duties is not exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

Experience	Essential	Desirable
Undergraduate qualification or equivalent.		X
At least two years experience in administrative duties and working in office environment.	X	
Book keeping experience / familiarity in using finance software		X
Demonstrable experience in organising and managing events.	X	
Experience of working in the voluntary sector setting, in particular faith settings or places of worship		X
Knowledge and Skills		
Excellent working knowledge of Microsoft Office, to an intermediate level including the ability to produce spreadsheets, reports and Powerpoint presentations.	X	
Understand and compliance of health and safety regulations, and follow advice by Health and Safety Executive		X
Working knowledge of funding applications and grants and experience in completing funding applications		X
Experience and understanding of regulations and compliance around Charity Commission and Companies House		X
Experience and understanding of regulations around data protection and GDPR regulations		X
Experience and understanding of safeguarding rules and regulations		X
Experience and understanding of equal opportunities and ensuring that the service provided at the mosque is diverse and inclusive	X	
Personal Attributes		
Excellent interpersonal skills and telephone manner with an ability to build relationships with internal and external contacts.	X	
Excellent written skills with ability to draft letters, emails, reports and write content for website and social media accounts.	X	
Ability to manage and prioritise a busy workload amid conflicting demands.	X	
Self-motivated and ability to work independently and on own initiative, as well as within a team environment.	X	
An excellent level of numeracy, combined with accuracy and attention to detail.	X	
A systematic and organised approach with a proven ability to follow things through and meet regular deadlines.	X	
Flexibility to take on other related tasks combined with a willingness to learn.	X	
Commitment to the aims and values of Rumi Mosque.	X	
Understanding and sensitivity to faith related issues and the ability to handle sensitive issues.	X	