

## Administrator – Cheadle & Wythenshawe Masjid

### Job Role

The Administrator will work across both Cheadle Masjid and Wythenshawe Masjid, playing a crucial role in supporting and coordinating the Masjid's growing activities and number of educational programs. This position involves a combination of administrative tasks, program coordination, and communication with congregants, students, teachers, and parents.

### Working hours

- ✓ Weekly hours – 40 hours;
- ✓ Working days – Monday to Friday;
- ✓ Working hours – 09:00 to 17:30 (includes paid ½ hour lunch break);
- ✓ Sites supported – Supporting both the Cheadle Masjid and Wythenshawe Masjid site;
- ✓ Location – On site at Cheadle or Wythenshawe Masjid

### 1) Wythenshawe Masjid (2.5 days per week)

#### Daily tasks

- ✓ Act as a first point of contact to mailbox, email, telephone and visitor enquiries. Responding to these enquiries in a timely manner.
- ✓ Provide support for events including booking of rooms, liaising with the relevant volunteer teams and supporting the organisation of events through to their fruition.
- ✓ Maintenance of all supplies required for the daily running of the Masjid:
  - Prayer timetables
  - Office supplies
  - Cutlery
  - Cleaning & Hygiene Materials
  - Any equipment required for the well-functioning of the Masjid
- ✓ Implementing actions as outlined by the Management team, Board of Trustees and Line Manager and recording outcomes accordingly.
- ✓ Ensuring adherence to all Wythenshawe Masjid policies and procedures
- ✓ Facilitate the opening and closing of the Masjid when based at the Masjid

#### Financial administration support

- ✓ To include the monitoring and coding supplier invoices, banking cheques and cash.
- ✓ Maintenance of databases (e.g., donor database and event databases) and inputting of data, ensuring records and information is accurate and updated on a timely basis
- ✓ Supporting with the collation of confidential information to support gift aid claims.
- ✓ Maintaining accurate records and an organised filing system for invoices (both soft and hard copy where applicable). Ensuring that invoices are paid in a timely manner by passing them on to the finance department.
- ✓ Supporting Wythenshawe Masjid's fundraising endeavours including but not limited to:

- Creating fundraising leaflets/social media posts
- Recording of donations received
- Arranging/supporting fundraising efforts by the community.

### **Site reviews**

- ✓ Monitoring the Masjid site and identifying potential issues to address (e.g., damage to fixtures and fittings, replacement of fittings, etc.).
- ✓ Ensuring all risk assessments have been performed and are being implemented. For example, but not limited to:
  - Gas Safety Certificate
  - Electrical Safety Certificate
  - Risk assessment for the building
  - Fire Safety Assessment
  - Electrical PATS certificates
- ✓ Liaising with suppliers and obtaining quotes for works required – following the Masjid policy for the numbers of quotes required for work to be undertaken.
- ✓ Ensuring works carried out by chosen suppliers in a timely manner.
- ✓ Creation and maintenance of stock and asset records.
- ✓ Ensuring all Masjid equipment including IT and AV equipment is checked and functioning as it should.
- ✓ Review of library and literature, to ensure only authorized literature / books remains in situ.

### **Community**

- ✓ To support community engagement and educational activities by the Wythenshawe Masjid Management team/volunteers.
- ✓ Develop and maintain effective working relationships with colleagues and volunteers at Wythenshawe and Cheadle Masaajid, as well as with external partners, contributing to a 'one team' ethic of cooperation, knowledge sharing, continuous improvement and consistent delivery.
- ✓ Developing Wythenshawe Masjid's community activities such as a Foodbank, Charitable activities, Skill training, Youth support and mentorship.
- ✓ Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to the Wythenshawe Masjid's wider success.

### **Events & Activities**

- ✓ Prepare for events as requested and planned by the Trustees and the Management Team
- ✓ Masjid events that would require administrative support would be :
  - Masjid Family Talks
  - Study classes for adults – both men and women
  - Mother & Toddler groups
  - Coffee Mornings & Evenings
  - Exercise classes
  - Youth Clubs/Qiyaam programmes
  - The Weekend and Weekday Islamic School

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- ✓ Many of our events are after usual working hours, so a degree of flexibility in working hours is expected but the administrator's input would be agreed by mutual negotiation.
- ✓ Working co-operatively with colleagues including volunteers across both Cheadle and Wythenshawe Masajid to implement educational and social activities that benefit the congregation and local community.

## **2) Administrator (Cheadle Masjid) – 1 day per week**

- ✓ Supporting the Administrator with the activities above on a Monday.

## **3) Education classes Co-ordinator (Cheadle Masjid) – 1.5 days per week**

### Program Coordination:

- ✓ Collaborate with the education committee to plan and implement educational programs.
- ✓ Schedule and organize classes, workshops, and events.

### Administrative Support:

- ✓ Manage student registrations, attendance records, and educational resources.
- ✓ Handle inquiries from parents, students, and teachers.

### Communication :

- ✓ Facilitate effective communication between teachers, students, and parents.
- ✓ Distribute relevant information, updates, and announcements.

### Collaboration with Teachers:

- ✓ Work closely with instructors to address concerns and provide support.
- ✓ Assist in the recruitment and onboarding of qualified teachers.

### Record Keeping:

- ✓ Maintain an organised database of student and teacher information.
- ✓ Generate reports and documentation as needed.

### Event Coordination:

- ✓ Support the events co-ordinator in preparing for regular Masjid events (e.g. educational events, workshops, and seminars).
- ✓ Coordinate logistics for special educational initiatives.
- ✓ Liaise with speakers and organisations to organise monthly talks and seminars.

### Continuous Improvement:

- ✓ Gather feedback from teachers, students, and parents for program enhancement.
- ✓ Contribute to the continuous improvement of educational offerings.

### Adherence to Policies:

- ✓ Ensure compliance with mosque policies and guidelines related to education programs.
- ✓ Uphold ethical standards and maintain confidentiality.