

Wythenshawe Masjid : Operations & Facilities Administrator

Job Role

The Masjid's Operations & Facilities Administrator is a pivotal role ensuring the smooth functioning of Wythenshawe Masjid, overseeing daily operations, facility management, administrative duties, and community engagement initiatives. The role requires a proactive, organized, and community-focused individual who will be the key liaison between the masjid, its volunteers and congregation as well as the Wythenshawe Masjid management board and Cheadle Masjid Board of trustees.

Location

Wythenshawe Masjid (on-site)
Occasional travel to Cheadle Masjid for coordination may be required.

Working Hours

Monday to Friday: 1:00 PM – 6:00 PM (5 hours/day – 25 hours/week) - Minimum

- Core hours aligned with prayer times to ensure access for opening/closing responsibilities.
- Flexibility required for occasional evening or weekend events
- Ramadan, Eid, or special programs may require temporary extended hours by mutual agreement.

Job Purpose

Key Responsibilities & Duties

1. Facilities and Site Management

- **Opening/Closing**
 - Ensure the masjid is opened before Dhuhr and securely locked or handed over to the Imam/Volunteer team at the end of the shift
- **Site Cleanliness**
 - Ensure all prayer spaces, toilets/wudu areas are clean, tidy and functional, ready for any daily events.
 - Coordinate with cleaning teams when necessary.
- **Maintenance**
 - Monitor and address urgent site maintenance and fix issues promptly.
 - Maintain site inventory and stock levels
 - Arranging quotes of maintenance tasks and repairs
 - Coordinate with contractors for repairs

- Ensure AV equipment is functioning correctly (microphone, projectors & sound system)
- **Health & Safety Compliance**
 - Carry out risk assessments and routine systems tests (fire alarm, emergency lighting etc)
 - Ensure all safety certificates are valid and up to date including but not limited to: Gas, Electrical, Fire Risk assessment, Health & Safety Assessments, Building Risk assessments, PAT Testing
 - Conduct regular site inspections, reporting hazards or repair needs.
 - Ensuring adherence to all Wythenshawe Masjid policies and procedures
- **Security**
 - Monitor CCTV, alarms and access control
 - Ensure emergency procedures are in place and followed (fire drills, first aid kits)

2. Administrative & Financial Duties

- **Admin**
 - Act as the first point of contact for phone, email and in-person and respond to enquiries in a timely, professional manner.
 - Maintain organised filing system (digital and physical)
 - Maintain supplier and key database
 - Review library literature, to ensure only authorised literature / books remains in situ.
 - Manage the food bank drop offs
 - Support weekend madrassah operations
 - Creation of Monthly prayer timetable
 - Implement tasks assigned by the Board of Trustees, Management Team, or Line Manager and track progress
- **Financial Administration**
 - Maintain on-site donation record (Jummah etc)
 - Assist with petty cash handling and banking of cheques and donations
 - Record and process supplier invoices; liaising with the finance team for timely payments
 - Help with fundraising campaign logistics, donation tracking, and creation of materials (posters, digital flyers).
 - Maintain donor databases, donation records and support gift aid processes.

3. Event & Education Programme Support

- **Jummah Management**
 - Organise monthly volunteers rota (Ushering volunteers, security, collections)

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- Set up prayer spaces, check sound system and donation machines
- Manage the Jumm'ah collections and liaise with finance for handover and deposits
- **Event Support**
 - Support logistical planning of Masjid events and classes
 - Prepare rooms and equipment (chairs, tables, microphones, projectors) for :
 - Monthly family talks
 - Adult Islamic classes
 - Sisters' classes and activities
 - Youth/Qiyaam nights
 - Weekend Madrassah
 - Mother & Toddler Groups
 - School visits
 - Exercise classes
 - Liaise and work with volunteers/speakers to ensure events run smoothly
 - Oversee the room/masjid booking schedule
- **Other Duties**
 - Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to the Wythenshawe Masjid's wider success.

4. Volunteer & Community Engagement

- **Volunteers**
 - Work closely with volunteers and recruit and train where needed
 - Build positive relationships with staff and volunteers at Wythenshawe and Cheadle Masaajid.
 - Promote a team-oriented, respectful work environment.
 - Attend meetings when required and report on facilities/events updates.
- **Community**
 - Support charitable efforts (e.g., foodbank, skills training, youth mentoring).
 - Gather feedback from the congregation/wider community and improve services.
 - Build relationships with local organisations, schools and interfaith groups.

Personal Qualities

- **Essentials:**
 - Strong communication and interpersonal skills
 - Organisational and multi-tasking skills
 - Knowledge of Islamic practices and prayer timings
 - Basic IT skills (Email, Excel, Word etc) and financial recording
 - Excellent time management with the ability to work flexibly when needed (evenings/weekends)
 - Work independently and show initiative

- **Desirable**
 - Familiar with health and safety regulations (full training provided)
 - Experience in community engagement or event planning