

Chelmsford Muslim Society Imam Vacancy

Closing Deadline 24th September 2022

Job Title: Assistant Imam

Fixed-Term: Permanent - 37.5 hours average, 2 days leave per week, 20 days annual leave.

Salary: £27,000 – £35,000 per annum dependent on qualifications and experience, plus £3000 - £5000 tax free housing allowance to assist in accommodation subject to need and terms.

Summary of area and post:

Chelmsford Muslim Society (CMS) is a large growing diverse community with passionate people that care for their community.

We had one mosque that had been established for over 40 years with a mixture of ethnic communities predominantly Bangladeshi and Pakistani. Al-Hamdulillah, in 2019 we purchased a Sports and Social Centre which remains open to the whole community with the addition of prayer and community space for the Muslim community.

Having appointed a head Imam, we are now seeking an assistant imam to work alongside our existing imams and under our Head Imam and Shaykh. We need our assistant Imam to be dynamic and forward thinking who can serve the needs of the local Muslim community and be a means of Dawah, education, and social cohesion to the local non-Muslim community that the new centre is serving.

The purpose of the post is to assist the head Imam in providing Islamic leadership, religious guidance, education, and continue to establish a unified Muslim community working with the committee and its objectives in accordance with the Quran and the Sunnah of the Last Prophet Mohammad (saw).

The ideal candidate will be required to raise the profile of both the Centre and the Mosque. We need our buildings to serve our community. The Imam will be expected to be an active member and act as spiritual guide and representative of the congregation.

One of the most important expectations of our imams is to be excellent teachers in our madrasah, Makarim Academy, imparting knowledge and character education to children of all ages using effective pedagogies. Furthermore, we expect them to establish themselves by leading Islamic activities and worship as well as show initiative to generate new ideas and programmes to promote religious awareness and Islamic values among adults, youth and the wider community.

The committee and head imam will setup objectives on a yearly basis. There will be potential for training, growth and development in this post, provided the selected candidate shows reasonable competence, willingness and motivation to advance.

Responsibilities and Duties (these may develop or change over time):

- The Imam(s) regularly leads the daily congregational prayers and delivers the Khutbah for the Jummah prayer as and when required. We have three Jumu'as under CMS.
- The imam(s) to lead Funeral prayers (Janazah), Ramadan and Eid Prayers
- Teach at our madrasahs and support them in an administrative capacity.
- Assist in curriculum development, resource development, and quality assurance work for our madrasahs, youth programmes, and other educational courses and programmes.
- The Imam will hold regular surgeries for advice and religious guidance.
- Solemnize Islamic marriages according to CMS procedures.
- Provide support, leadership, and guidance to community projects.
- The Imam will lead or organise Islamic lectures, and sermons to the congregation.
- When required, he will represent CMS and to and have good relations with other Mosques and organisations within the wider society.
- The Imam will provide an interface with inter-faith and public organisations (schools, police and hospitals, etc.)
- The Imam will need to respond to inquiries and questions regarding Islamic matters and issues in person and in writing via email and our website.
- The Imam will engage in Dawah work for both Muslims and Non-Muslims, by helping integrate new Muslims into the Deen and the community, and by helping all Muslims improve their religiosity and spirituality.
- The Imam will support the fundraising initiatives of CMS.
- The Imam will work flexibly and undertake other duties agreed with the CMS committee.

Normal working hours will be agreed with CMS and will vary throughout the year as the prayer times change.

The Job description is subject to annual review and alterations may be negotiated to reflect the changing needs of CMS and the Committee.

The post is offered subject to enhanced DBS clearance and references.

Chelmsford Muslim Society Imam Profile

The successful candidate will be able to demonstrate that they can meet the following criteria:

Person Specification	ESSENTIAL	DESIRABLE
Confidence in providing information for members of the public and other organisations by phone, email, letter, presentation and/or events	✓	
Minimum of two years' experience in a similar role	✓	
Working with and engaging with a diverse community base and other faith groups and organisations		✓
Experience on developing programmes that encourage participation from the community	✓	
Experience on debating issues with a range of parties, including communication with the media		✓
Experience of engaging with the youth and teaching youth and adults	✓	
Education and qualifications		
Quran-Al-Hafiz	✓	
Bachelor's degree in Islamic Studies or related field from an accredited institution		✓
Knowledge of Shari'ah, Fiqh, Hadith and Sunnah of the last Prophet Mohammad (PBUH) (good familiarity with contemporary issues that relate to present day society)	✓	
Formulate Khutbahs relevant to current issues	✓	
Teacher of Qur'an; Tajweed, Tafsir, Hadith, Sirah and Fiqh	✓	
Understanding of other religions; especially Christianity and Judaism		✓
IT literate	✓	
Interpersonal and networking skills		✓
Personal Attributes		
Willingness and ability to work as part of a team	✓	
Flexible, Leadership and Patience	✓	
Dynamic and Progressive thinking	✓	
Languages		
Fluency in English	✓	
Arabic literate with some conversational Arabic	✓	
Good Understanding of Bengali, Urdu and Arabic		✓