

Job Description	Imam
Reporting to	Line Manager and JMHA board of Trustees
Location	Jamia Masjid Hanfia, Ambler Street, Bradford, BD8 8AW
Salary	Negotiable- depending on experience

Brief Job Outline:

Jamia Masjid Hanfia (Bradford) Association seeks to appoint an Imam for the Masjid to take part in religious, community and educational affairs of the Association. The main purpose of the post is to provide Islamic religious guidance and establish a unified community of service users, and thus act as a community leader according to the principles of Ahlus Sunnah wa jamat (Barailwi).

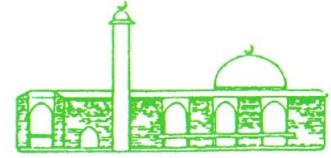
Jamia Masjid Hanfia is a focus for the Muslim communities in Bradford as well as the surrounding areas. It functions as a place of worship and education and also provides a wide range of services and facilities. The ideal candidate will be required to raise the profile of both the Masjid and the community served by this Organisation. The Imam will be expected to be an active member of the Association and act as spiritual guide and representative of the congregation. There is an expectation on the Imam to establish themselves by leading Islamic activities and worship as well as to generate new ideas and initiatives. The Imam will be expected to facilitate a variety of activities and events to promote religious awareness and Islamic values among Adults, Youth and the wider community.

Working together with the Board of Trustees, the right candidate will show maturity, patience and a commitment to the overall objectives of the Association. There shall be potential for training, growth and development in this post, provided the selected candidate shows reasonable competence, willingness and motivation to advance.

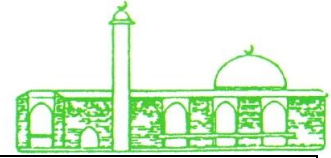
The post is offered subject to satisfactory enhanced disclosure of Criminal Record Bureau checks and references.

Overall Objectives

- To spiritually lead the congregation at Jamia Masjid Hanfia
- To support and assist the diverse congregation of the Masjid on spiritual and community matters
- To support and assist the Association Board in establishing & maintaining JMHA as a 'model Mosque and Islamic Centre'.

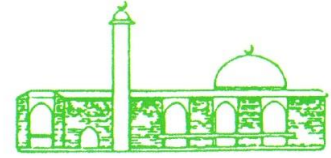


Key Responsibilities
Prayers (Salah)
<p>To lead prayers including, but not limited to:</p> <ul style="list-style-type: none"> • congregational prayers (accordance with rota/ schedule) • Prepare, review and deliver Friday Sermons (Jumma Khutbah) • Funeral prayers (Janazah), • Ancillary night prayers during the month of Ramadan ("Tarawih" etc.) • Celebration prayers ("Eid al-Fitr" and "Eid al Adha") • Provide cover in the event of absent Imam
Key Events
<p>To lead on and host key Islamic events throughout the year</p> <ul style="list-style-type: none"> • Milad Shareef (Prophet Muhammad ﷺ Birth) • Key Urs dates of Great Companions, Saints and Scholars. • Monthly Gyarween Shareef • Muharram • Sab-e- Miraj • Sab-e- Barat • Sab-e- Qadr • Nights of the two Eids • Any conferences/ community programs organised by the Association. • This list is not exhaustive.
Education & Developmental Role
<p>Child Education</p> <p>To take responsibility for children's education and to work closely with the education lead on developing and facilitating the madrassah education and its delivery:</p> <ul style="list-style-type: none"> • To develop an affective and robust curriculum and syllabus with work schemes and timetables. Including checks and balances to monitor, asses and evaluate the progress of pupils and teachers. • To Ensure pupils and teachers adhere to the syllabus and guidelines. • To facilitate parental involvement. <p>Youth/ Adult Education</p> <ul style="list-style-type: none"> • To develop and teach short courses/ seminars/ workshops in Islamic Sciences, Quran, Shari'ah and other relevant subjects. • To liaise and Integrate the disaffected youth to the Association (youth outreach work) • To facilitate visits from local schools and Non-Muslims where possible • To establish & maintain regular Islamic circle programs • To support the Male, Female and Youth programmes in conjunction with the relevant committees.



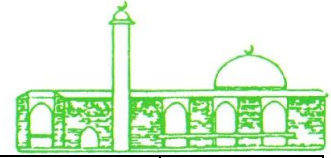
<i>Counselling</i>
<ul style="list-style-type: none"> • To respond to inquiries and issue religious verdicts on matters affecting the service users with sound evidences from authentic sources accepted by Ahlus Sunnah wa Jamat. • To hold 'surgeries' for service users to access advice and counselling on issues which may be affecting their lives. Ensuring a professional code of conduct is adhered to at all times.
<i>Ministerial</i>
<ul style="list-style-type: none"> • To solemnise marriages using the Association's Nikah register, Shahadas, funerals and any Khatams
Representation
<ul style="list-style-type: none"> • To understand and deal with first and second generation Muslim issues • To have knowledge and awareness of cultural differences when dealing with the international Muslim community • To have the ability and wisdom (Hikmah) in dealing with queries from non-Muslims • To represent the Association in a professional and ethical manner at all times. • To take an active role in developing wider community links with key community stakeholders such as local schools, police, hospitals, fire service and interfaith groups etc. • To attend where possible conferences, training, seminars or other external events that would provide means to establish and raise the profile of the Association and its work and objectives.
Administration and Management
<ul style="list-style-type: none"> • Assist in defining and supervising appropriate processes and procedures for the Masjid and Madrassah in ensuring they are adhered to by staff and members • To ensure all reporting and management requests from the JMHA board are delivered on time and accurate.

Core Skills Required
<ul style="list-style-type: none"> • Excellent written, oral and electronic communication skills (English, Urdu and Arabic) • Excellent interpersonal skills • Strong initiative, negotiation and influencing skills • Ability to deliver results, meet deadlines and manage time effectively



Experience		
	Essential	Desired
Confidence in providing information for members of the public and other organisations by phone, email, letter, presentation and/or events	✓	
Minimum of three years experience in a similar function		✓
Working with and engaging with a diverse community base		✓
Experience on developing programmes that encourage participation from the community	✓	
Experience of delivering keynote speeches in large forums	✓	
Experience in communicating effectively on issues with a range of parties, including communication with the media		✓
Experience of engaging with young people and non-Muslims	✓	
Understanding of equal opportunities and ability to implement policies	✓	
Experience of teaching adults and youngsters	✓	

Education & Qualifications		
	Essential	Desired
Hafiz Al-Qur'an		✓
Hold a bachelor's degree in Islamic Studies or related field from an accredited institution		✓
Hold an Ijaza (licence to teach) from a reputable Institution of Ahlus Sunnah wa Jamat (Barailwi)	✓	
Knowledge of Islamic Shari'ah, Hadith and Sunnah	✓	
Adhere to the Hanafi School of thought having a profound knowledge of its principles and rules with basic knowledge of the various other schools of thought (Madhab).	✓	



Fiqh (good familiarity with contemporary issues that relate to present day society)		✓
Formulate Khutbahs relevant to Morden day issues faced by the local and international community.	✓	
Teacher of Qur'an; <i>Tajweed, Tafsir, Hadith, Sirah and Fiqh</i>	✓	
Understanding of other religions		✓

Languages		
	Essential	Desired
Fluency in English & Urdu	✓	
Fluency in Arabic		✓

This is not an exhaustive list, and the Imam will be expected to be flexible in his approach to carrying out his duties, that may change from time to time to reflect changes in the Association's circumstances. This will include providing cover for colleagues as required. The organisation therefore reserves the right to vary the job description in consultation with the Imam.

All employees are expected to comply with the Association's policies, rules and procedures.

How to Apply:

Please send an up to date CV with cover letter to the Masjid addressed to the General Secretary at the above address or Email to hanfiamasjid@gmail.com

Closing date for applications: Monday 23rd November 2015