

MAB Charitable Trust Charity Begins @Home

JOB DESCRIPTION

Job Title:	Operations Manager at Leeds Grand Mosque (LGM)
Reporting To:	LGM Chairman
Responsible for:	Managing resources for daily operation and projects
Hours of work:	Full time 35 hours per week (flexible)
Salary:	Starting from: £21,000
Location:	Leeds Grand Mosque, 9 Woodsley Road, Leeds
Terms:	Fixed-term for twelve months (may be extended) First 13 weeks are probationary.
Start Date:	As soon as possible

To apply:

Please send your CV which should include two references, a covering letter, and a statement that explains how your work experience and knowledge meets the person specification.

Informal questions and applications should be submitted to:
management@leedsgrandmosque.com.

The successful candidate will be subject to an enhanced DBS check.

Deadline for application: Friday 5th February 2019, 5pm

Interviews: Will take place on Saturday the 16th February 2019 (Afternoon)

JOB PURPOSE

LGM is a thriving mosque that is dedicated to playing its role within the Muslim community and the wider society of Leeds. It aspires to serve the religious, educational and social needs of its congregation in a safe and secure environment. The mosque strives to welcome and support Muslims from all backgrounds and cultures. LGM's vision is a world where Islam's rich heritage is celebrated. The Operation Manager has a key role in ensuring this becomes a reality.

Since 1994, LGM has proved to be a successful, learning, and continuously improving organisation. LGM is now serving a regular congregation of well over 1200 Leeds citizens.

Services provided by LGM to the community can be divided into operation and projects. The Operations Manager will manage and maintain the daily operations at the expected standards, and ensure that projects are well-managed and supported.

MAB Charitable Trust

Charity Begins @Home

This is an exciting unique job in a dynamic organisation and the right candidate has the opportunity to truly advance and augment LGM services which will impact and benefit the whole community.

The Operations Manager will ensure the smooth running of the Mosque through: the management of staff; implementation of projects and programmes; management of risks, support the senior managers, committee and volunteers; by understanding the needs of the congregation and the wider community of Leeds.

The Mosque Chairman and committee are committed to supporting the Operations Manager by granting the necessary authorities, offering training and guidance, and providing the resources required to perform tasks and duties.

Notes:

Any employment with LGM will be subject to the following pre-employment checks:

- Screening clearance proof of eligibility to live and work within the UK
- Receipt of satisfactory references
- We are able to accept applications from candidates who are eligible to work in the UK. We are unable to progress applications which would require sponsorship.
- Only shortlisted candidates will be contacted.
- Applicants should be sympathetic to the values of the LGM.
- LGM is an equal opportunities employer

KEY RESPONSIBILITIES

Leadership:

- Demonstrate a passion and enthusiasm for the LGM's vision and motivate, lead and empower others to achieve organisational goals and to work towards high levels of performance.
- Support the Mosques Chairman to lead a team of employees and volunteers.
- Develop and lead a high performing team of staff and positive work culture that is consistent with the organisations' values and British working standards.
- Demonstrate personal commitment to organisational excellence, honesty, integrity and strong sense of ethics in all decisions and actions.

Management

- Report to LGM chairman.
- Implement the Mosques Constitution, policies, and directives as set by the committee.

MAB Charitable Trust

Charity Begins @Home

- Assist LGM Chairman and committee to ensure that daily operations and projects are maintained at the agreed standards. Manage the daily operation of the Mosque.
- Works together with LGM Chairman and committee to ensure that directives of LGM Consultant and LGM Imam are implemented.
- Plan for and manage Friday prayers, Ramadan and the two Eid prayers.
- Participate in LGM meetings as required.
- Ensure that each project has a documented plan. Ensure that each project is closed with lessons learned and documented.
- Manage the time of staff and volunteers, including logging their input, and optimising it.
- To develop a daily management plan for all full-time and part-time staff, implemented, measured the compliance, re-develop and feedback to LGM Chairman and committee.
- Assessment and appraisal of staff, outsourced service vendors, projects teams, and volunteers.
- Report to LGM Chairman and present to the committee.
- Analyse the current processes performed to support the daily operation for all activities, produce a responsibility matrix, and a Standard Operation Procedure (LGM SOP). All in compliance with the Mosques constitution, and to the satisfaction of LGM Chairman and LGM committee.
- Ensure that current services to the community are maintained, and work towards improving them.
- Ensure that LGM SOP is implemented and record the cases of non-compliance.
- Prepare LGM for an internal audit and external audit on regular basis.
- Support the project management of all projects agreed by LGM committee and ensure that they will not interrupt the smooth daily operation of LGM.
- Ensure that LGM Health, safety, security and environment policies are documented and implemented. Record all accidents, incidents, and non-compliances.
- In cases of severe non-compliance, issue and implement corrective actions and instructions, and record them.
- Review all LGM current documentations and propose all necessary amendments to LGM committee.
- Build-up and regularly update the databases for LGM operation and projects.
- Conduct risk management sessions on regular basis and ensure that each risk has an owner who is following it up.
- Collect and document lessons learned from all LGM operation and projects. Propose amendment to all LGM documents.

MAB Charitable Trust Charity Begins @Home

- Act as deputy LGM Chairman and resume his responsibilities during LGM Chairman vacations.
- Take initiative to provide quality management of the Mosque , its resources, projects and programmes and ensure best possible outcomes.
- Support the appointment of staff through employment procedures (vacancy, budget, job description, advertising, selection, interview and appointment)
- Ensure that the day-to-day operations of the LGM are effectively and efficiently carried out in-line with the Strategic Plan.
- Manage all management and operational risks and ensure adherence to health and safety standards.
- To work together with LGM Chairman and LGM committee to ensure that all safeguarding requirements are planned, resourced, and implemented.
- Make all efforts to ensure that LGM is a sustainable, and learning organisation.
- To support, participate, and innovate ways to sustain and promote LGM role among Leeds organisations, including Leeds City Council, West Yorkshire Police, mosques and churches of Leeds among other organisations.

Communication and PR

- Propose an communication and documentation management plan and ensure its implementation once agreed. The LGM communication plan is expected to satisfy the communication needs of operations, projects and stakeholders.
- Develop effective means of communication and enhance the flow of information with stakeholders.
- Work towards the continuous update and development of mosques website, email, social media, newsletter, publications and other publicity material.

Finance

- Work with LGM Chairman to ensure efficient management of the Mosques finances.
- Support the drafting and production of fundraising literature, projects and submit funding applications as and where necessary.
- Ensure that the financial monthly and annual reports are prepared by the accountant.
- To work together with LGM Chairman and committee to identify funding and investment opportunities, use incoming communication to LGM from different societies and charity organisations to do that, and to work towards satisfying their requirements.
- Support all necessary developments to make LGM financially self-sufficient.

MAB Charitable Trust

Charity Begins @Home

Compliance

- Carry out regular reviews of policies and procedures of the LGM and suggest improvements where necessary as well as draft new ones to comply with the organisational, management and statutory requirements (such as the Charity Commission, Companies House and funding agencies) at all times.
- Provide regular reports and updates on LGM activities.

Additional Responsibilities

- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- To work collaboratively with other teams, sharing responsibility for the achievement of jointly agreed objectives, if appropriate.

MAB Charitable Trust Charity Begins @Home

LEEDS GRAND MOSQUE

PERSON SPECIFICATION

Job Title: Operations Manager

	<u>ESSENTIAL</u>	Method of Assessment (AF=Application Form or/& CV I = Interview R=References)
Education	<ul style="list-style-type: none"> - Degree-level education and/or related qualifications 	AF
Knowledge and Expertise	<ul style="list-style-type: none"> - Substantial working Knowledge and experience of operations management and project management - Evidence of planning and delivering successful innovations and initiatives or projects - Experience of leadership and the ability to inspire teams - Experience of effective senior administrative management - Experience of time management for a team - Experience of assessment and appraisal for team members - Experience in the faith and/or voluntary sector - Experience of working in a multi-cultural environment 	AF, I, R
Skills and Aptitudes	<ul style="list-style-type: none"> - The ability to read, speak, and write in English fluently - The ability to analyse operations and build up organisational documentation and assets - The ability to think strategically and to identify opportunities for growth and development - Ability to translate strategic plans into operational programmes and activities - The ability to work effectively with others - Resilience and ability to work under pressure - Pro-active and able to show initiative to constantly improve the service to all internal and external stakeholders 	AF, I, R.
	<p style="text-align: center;"><u>DESIRABLE</u></p> <ul style="list-style-type: none"> - The ability to read, speak, and write in Arabic fluently - To be acquainted with LGM community - To have experience of working collaboratively with other public sector/voluntary organisations 	AF, I, R