

## **ALHIKMAH JOB DESCRIPTION**

Job title:	: FULLTIME IMAM & HEAD TEACHER
Reports to	: The chairman of Masjid Alhikmah and Community Centre.
Hours of work	: 40 hours per week (holidays pro-rata) <sup>1</sup>
Salary	: The salary is competitive and negotiable, depending on the level of experience.

Please note that this is not a legally binding document. You are expected to remain flexible in your approach to fulfilling your responsibilities, as they may change over time to reflect changes in the circumstances at Masjid Alhikmah and Community Center. Your hours may be increased based on the needs of Masjid Alhikmah and Community Center.

There is an opportunity to apply for the Imam and Headteacher role as a combined role or as individual roles. The Headteacher role is open to both Brothers and Sisters.

### **Overall objectives for the position**

- To provide Islamic (spiritual and practical) leadership to the Congregation of Masjid Alhikmah and Community Centre.
- To guide, assist and direct the various departments within Masjid Alhikmah as appropriate, providing Islamic knowledge and facilitating community development.
- To support the Trustees in establishing and maintaining Masjid Alhikmah and delivering exemplary religious services and activities across the community's lifecycle.
- To take on the role of leading, directing and growing the Madrassah program for children at Masjid Alhikmah and Community Centre.

### **Main Duties**

#### 1) Leading Prayers

The Imam leads the Friday prayer, in addition to other congregational prayers.

The Imam will:

- Deliver Jum'ah and Eid Khutbah and prayers (or prepare a sermon for his delegate, providing 4 weeks' notice is given)
- Lead congregational prayers on a regular basis
- Coordinate with the Assistant Imam to allow other individuals to occasionally lead congregational prayers with approval from the Board of Trustees (BoT).
- Lead the Taraweeh prayers during Ramadan (in cooperation with other Quran Reciters).

#### 2) Education

The Imam has a leading role in educating people about Islam.

The Imam will:

- Provide weekly Islamic lectures for the community on topics such as Aqeedah, Fiqh, Hadith, Seerah, and other relevant Islamic subjects to increase knowledge and encourage spiritual growth, with a minimum of two hours per week.
- Monitor, assess and evaluate Islamic courses.
- Assist and guide the community by providing them with comprehensive Islamic education, valuable insights, helpful guidance, and support for their social requirements.

<sup>1</sup> 5.6 weeks holiday per annum. For example, if working 3 days per week,  $3 \times 5.6 = 16.8$  days per annum. If working 5 days per week,  $5 \times 5.6 = 28$  days per annum. [www.gov.uk/holiday-entitlement-rights/entitlement](http://www.gov.uk/holiday-entitlement-rights/entitlement)

The Headteacher will:

- Lead and oversee the growth and development of the Masjid Alhikmah children's Madrassah
- Provide training to Islamic school teachers on syllabus delivery.
- Manage day to day operational aspects of the Alhikmah Madrassah.
- Engage with parents, manage resources, and contribute to the center's overall vision and mission

### 3) Ministerial

People turn to the Imam for advice, guidance and support on a wide range of matters.

The Imam will:

- Provide matrimonial services and divorce counselling as required.
- Conduct funeral services and assist with body preparation and burial as needed.
- Provide counselling and guidance services as needed, and train brothers and sisters.
- Help with reconciliation efforts as needed, and train brothers and sisters to assist.

### 4) Representation

Masjid Alhikmah strives to establish and maintain good relations with other Aberdeen Mosques, Muslim organisations in Scotland and across the UK, and British or international institutions. This may require travel out of Aberdeen.

The Imam and Headteacher will:

- Participate in community activities and collaborate to further good relations, coordination and cooperation with other Aberdeen Mosques.
- Represent/ensure representation of Masjid Alhikmah at gatherings of Islamic scholars and interfaith/public relations events in Scotland and the UK when appropriate.
- Represent Masjid Alhikmah and Community Centre when appropriate in the media as the Trustees require.

### 5) Administrative

Masjid Alhikmah and Community Centre is a Scottish Charitable Incorporated Organisation (SCIO) regulated by the Office of the Scottish Charity Regulator (OSCR). It is accountable for its actions, efficiently uses resources, and monitors its services' quality.

The Imam and Headteacher will:

- Maintain weekly records of the services provided.
- Provide high-level reports to the Trustees (at least quarterly).

### 6) General

At Masjid Alhikmah and Community Centre, we are driven by our values of Excellence, Teamwork, Commitment, and Consultation to deliver exceptional religious services and activities to the community. Our mission is to provide outstanding support and guidance to all who seek it.

The Imam and Headteacher will:

- Work flexibly and undertake any other duties agreed between him and the Trustees.
- Provide advice and guidance on educational, da'wah, and youth programmes.
- Support the fundraising initiatives of Masjid Alhikmah and Community Centre.

- Provide consultation to the Trustees on religious matters, community issues, and Mosque activities as required.
- Attend staff and management meetings when required.
- Work collaboratively with the BoT, members of the community and fellow staff members to maintain harmony and peace in the community.
- Accommodate difference of opinion based on the various Islamic schools of thought.