



Job Title: **Imam**

Reporting to: **HIC Committee**

Location: **Harlow Islamic Centre, Parrington Road Harlow, CM19 4QX**

Salary: **24-26k Negotiable**

Contract Type: **Self-Employed**

Hours: **37.5 hours per week**

Role

Harlow Islamic Centre is the main Islamic Centre serving Muslims in Harlow.

We are seeking to recruit an Imam to join HIC, who will specialise in engaging with Muslim youth and wider society, and have skills in the following areas:

- Have a strong understanding of Islam and Muslims
- Fluent in English and Arabic language
- Excellent interpersonal skills
- Strong initiative, negotiation and influencing skills
- Ability to deliver results, meet deadlines and manage time effectively
- Preferably local to Islamic Centre or can travel easily on his own

The role of Imam requires flexibility in working hours, and will include weekends and bank holidays.

Harlow Islamic Centre seeks to employ an Imam who should be able to take a leading part on religious, community and educational affairs of the Centre. The main purpose of the post is to provide Islamic religious guidance and act as a community leader according to the Quran and the Sunnah of the Last Prophet Mohammad (peace and blessings of Allah be upon him). HIC functions as a place of worship and provides a wide range of Educational activities. The ideal candidate will be required to raise the profile of both the Centre and the Muslim communities served by this Organization. There is an expectation for 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 HIC committee and Board of Trustees, the right candidate will show maturity, patience and a commitment to the overall objectives of HIC. The post-offer is subjected to satisfactory Enhanced Disclosure of Record Bureau (DBS) checks and references.



Key Responsibilities:

Prayers

To lead prayers (Including Jummah) but not limited to:

- All Congregational prayers,
- Ancillary night prayers during the month of Ramadan ("Tarawih" etc.)
- Celebration prayers ("Eid al-Fitr" and "Eid al Adha");
- Nikah and Janazah etc.

Teaching / Other Activities

- Experience of teaching the Quran with translation to children and Adults
- To facilitate and serve as a point of contact for visits from local schools and Non-Muslims where possible
- To design & maintain regular Islamic circle programs.
- To support the Men, Sisters, and Youth programmes in conjunction with the relevant committees
- To always represent HIC in a professional and ethical manner.
- To be part of HAFIS (Harlow academy for Islamic studies) teaching team

Skills Required

Experience		
	Essential	Desired
Confidence in providing information for members of the public and other organisations by phone, email, letter, presentation and/or events		✓
Experience on developing programmes that encourage participation from the community	✓	
Experience of engaging with young people and non-Muslims		✓
Experience of teaching adults and youngsters	✓	
Haf'faz Al-Qur'an	✓	
Hold a certification or degree in Islamic Studies or related field from an accredited institution	✓	



Knowledge of Islamic Shari'ah, Hadith and Sunnah of the last Prophet Mohammad (PBUH)	✓	
Fiqh (good familiarity with contemporary issues that relate to present day society)		✓
Formulate Khutbahs relevant to currently faced issues	✓	
Teacher of Qur'an; Tajweed	✓	