

Cheadle Mosque

Vacancy for Part Time Office Administrator

Working For Allah!

Cheadle Mosque is a forward looking mosque in South Manchester that are seeking an enthusiastic and self-motivated Office Administrator to support the Mosque and its Management Team with its rapidly increasing portfolio of activities catering for both the Muslim & Non-Muslim community.

The new applicant will be joining our current part time administrator and will be working from the Mosque. The job role will include:

- Supporting the Treasurer in preparing Management Accounts
- Filing Gift Aid applications with HMRC
- Pursuing Grant & Funding Applications
- Attending Management Meetings and taking minutes
- Responding to Telephone & Email Messages
- Updating the Mosque Website & Internal Media
- Organising Mosque Events including School Visits, Study Circles, Exhibitions & Lectures
- Advertising Mosque Events through a variety of media
- Liaison with External Organisations & the Local Council
- Supporting the Site Committee in Managing the Mosque Site
- Office Administration
- Daw'ah Activities & Support for the Muslim community.

This will be a varied and challenging role and the right person will be able to multi-task and be flexible in their approach. They must have a good command of written & spoken English, be familiar with Microsoft Office and a basic knowledge of Islam is required as there is considerable interaction with the wider community who often visit the mosque.

Currently the post is for 20 hours/week, there can be some flexibility with hours of work. Pay will be commensurate with experience.

Please email your CV with covering letter to admin@cmatrust.org

Closing date for Applications is 23/11/2011