



Job and person specification

Job description

Job Title	Imam & Madrassah Head	Location	Greenbank Road, Bristol, BS5 6HE
Salary	£30,000- £35,000 per annum (negotiable, dependent on experience).	Hours	Full-time, 40 hours per week. The role combines Imam duties with Madrassah teaching and management; the balance between the two areas will be agreed with the Management Committee and reviewed as needed. Hours will include some evenings, weekends and bank holidays.

Job Purpose

This is a full-time dual role combining the pastoral and spiritual responsibilities of an Imam with the leadership, teaching and day-to-day management of the Madrassah, with a broadly equal split between the two areas subject to the needs of the organisation. As a Madrassah Head, the post holder will lead and develop the Madrassah’s education provision, manage and support the teaching team, and drive continued improvement in the quality of the Islamic education offered to our students. As Imam, the post holder will provide religious leadership and pastoral care for the congregation, actively engage with Muslim youth, and taken an active role in community events and outreach. Working closely with the Management Committee, the post holder will play a central role in the growth, wellbeing and ambitions of Greenbank Masjid as a whole.

Key Duties and Responsibilities

Imam Duties

- Lead daily, Jumu’ah, Taraweeh and Janazah (funeral) prayers and deliver the weekly Khutbah.
- Provide pastoral care, Islamic guidance and support to individuals, families and community members.
- Deliver regular Islamic talks and sermons to the congregation.
- Solemnise Islamic marriages in accordance with the organisation’s procedures and support funeral rites.
- Proactively engage with Muslim youth for all backgrounds, developing relevant programmes and activities that connect with young people’s lives.
- Take an active role in planning, coordinating and leading community events, including Islamic celebrations, educational programmes and outreach activities.
- Work with the Management Committee to build relationships with other local masjids, interfaith groups and wider civic organisations.
- Represent Greenbank Masjid and the Muslim community in broader society, include with the media where appropriate.
- Support Management Committee fundraising and community initiatives.

Madrassah Head Duties

- Lead and manage the day-to-day running of the Madrassah, ensuring a well-structured, safe and nurturing learning environment.
- Teach Qur'anic Studies, Islamic Studies and Tarbiya (Character Building) to students of varying ages and abilities.
- Take overall responsibility of the Madrassah curriculum, leading the development, review and improvement of the syllabus, teaching resources and reading lists.
- Recruit, manage, support and develop the Madrassah teaching team, fostering collaborative and professional working culture.
- Monitor and assess student progress, maintaining appropriate records and reporting to the Management Committee.
- Set high standards for teaching quality and student outcomes, driving continuous improvement across the Madrassah.
- Liaise with parents and carers regarding student progress, attendance and welfare.
- Ensure safeguarding principles are embedded throughout all Madrassah activities and that all staff are aware of their responsibilities.

Management and Administration

- Maintain adequate records of services provided and submit regular reports to the Management Committee.
- Attend Management Committee meetings when required.
- Work flexibly and undertake any other activities as agreed with the Management Committee, in line with the aims and objectives of the organisation.

Person Specification

The following criteria will be used to shortlist and select candidates. Please ensure your application clearly demonstrates how you meet the essential criteria.

Criteria	Essential ✓	Desirable ✓
Aalim (completed Alimiyyah programme) or holds a recognised qualification in Islamic Studies or equivalent	✓	
Full memorisation of the Qur'an (Hafidh)	✓	
Sound knowledge of Qur'an, Sunnah and their practical application	✓	
Excellent standard of Tajweed and Tilawah	✓	
Specialist knowledge of the Hanafi Deobandi School of Thought	✓	
Postgraduate or advances qualification in Islamic Studies or Education		✓

Qualification & Knowledge



Criteria	Essential ✓	Desirable ✓
Experience		
Previous experience as an Imam, including leading daily Jumu'ah, Taraweeh and Janazah prayers	✓	
Experience teaching Islamic subjects to children, young people and adults.	✓	
Experience in Madrassah management or as a senior teacher	✓	
Experience of engaging and working with Muslim youth from diverse backgrounds	✓	
Experience of working with people of all ages and from varied backgrounds	✓	
Experience developing or managing an educational programme or curriculum	✓	
Experience of leading, managing or supervising a team		✓
Experience of pastoral care, guidance or community support		✓
Experience working with interfaith organisations or the media		✓

Criteria	Essential ✓	Desirable ✓
Skills & Abilities		
Fluency in English, written and spoken	✓	
Fluency in Arabic, written and spoken	✓	
Strong public speaking and Khutbah delivery skills	✓	
Ability to lead, manage and develop a teaching team	✓	
Ability to engage, motivate and inspire Muslim youth	✓	
Ability to assess student progress and drive curriculum improvement	✓	
Working knowledge of MS Office or equivalent	✓	
Ability to work independently or as part of a diverse team	✓	
Fluency in Urdu		✓

Criteria	Essential ✓	Desirable ✓
Personal Qualities		
Flexible – available to work evenings, weekends and bank holidays	✓	
Safeguarding trained or willing to complete training on appointment	✓	
Good understanding or current affairs and issues affecting Muslims in the UK	✓	
Self-motivated with the ability to motivate and inspire others	✓	