



The Mosque of the Custodian of the Two Holy Mosques and Islamic Centre of Edinburgh

Job Vacancy

Librarian

Role Purpose

Edinburgh Central Mosque is seeking a dedicated and experienced part-time Librarian to join its team of staff. We serve the local Muslims Community in Edinburgh, the Lothians and surrounding areas and have a dedicated library situated within the Mosque. Our collection consists mainly of traditional religious texts in Arabic and English, as well as a smaller collection of texts in Urdu and other languages.

Responsibilities

- Assist in cataloguing and organising the current collections of texts
- Maintain a library inventory of current collections
- Assist the public in finding reference materials or text they would like to read
- Supervise the Library during its public open hours.
- Collect data and information on newly published material that might be added to our current collection, replacing older publication with newer editions or securing hard-to-find texts that are frequently requested by our community and service users.

Key Skills and Competencies

- Fluency in both Arabic and English
- Ability to talk to people from all walks of life and background
- Great verbal communication skills
- Strong IT skills
- Excellent organisation skills
- Experience of working in similar roles

Person Specification/Requirements

- Fluency in English
- Intermediate level in Arabic; fluency in desirable
- Ability to talk to people from all walks of life and background
- Great verbal communication skills
- Strong IT skills
- Excellent organisation skills
- Experience of working in similar roles

Hours, Days of Work and Pay Rate:

Employment is on a part-time basis at 19 hours per week Monday – Saturday. The hourly rate for this position starts at £9.00 per hour.

Interested applicants should fill the attached application form and send it along with an updated CV including relevant employment and educational background, in addition to contact details of two references to jobs@edmosque.org

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Relevant Experience: Please refer to the person specification. Continue on a separate sheet of paper if required.

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Training and Development

Please use the space below to give information on any training or additional qualifications you have completed, which is relevant to the post you have applied for.

Training Course	Course Details (including length of course, qualification attained and subjects studied)

Additional Supporting Information

Please give any evidence which you feel will support your application. For example, you may wish to mention personal interests; activities or hobbies, previous work or voluntary experiences you feel will strengthen your application.

References

Please give the details of two references

Name	
Address	
Phone Number	
Email	
Occupation	
Relationship to the candidate	

Name	
Address	
Phone Number	
Email	
Occupation	
Relationship to the candidate	

I confirm that to the best of my knowledge, the information on this application form is correct.

Signature	Print Name	Date

You are required to submit an updated CV in addition to this application form. We cannot consider applications that do not contain both a completed application form and an updated CV.

Please email your completed applications to jobs@edmosque.org or hand in to the main office G008 on the ground floor.

