



**Edinburgh Central Mosque
Role Description**

Mosque Visits & Event Coordinator

To start: January 2022. Part time, 8 hours a week.

Role Purpose

- To handle all enquiries, communication and scheduling of visits to the Mosque
- To conduct visits to the Mosque with a broad range of groups ranging from Primary School Children to Adults

Responsibilities

- Responsible to; Director
- Manage all visit requested received from online forms / telephone enquiries, providing potential visitors with additional information and prompt follow-up
- Schedule visits appropriately taking into consideration the needs of the visiting group and any events or classes that might be occurring at the Mosque.
- Create and send confirmation letters/emails to visiting groups. Complete confirmation phone calls a few days prior to visits to all necessary parties
- Host the visiting groups, giving them information about Islam/the Mosque/the Muslim community in accordance with their learning objectives, and delivered in a suitable way according to the audience.
- Be highly organized with the ability to problem solve quickly and efficiently. Attention to visit detail is essential and be able to provide a smiling warm welcome – even for unexpected visitors.
- Create and send feedback forms to visiting groups. Follow up and request submission of feedback forms to assist with evaluating visit programs for continued improvement to this service.
- Evaluate visit program success through frequent evaluation and assessment; collaborate with volunteers in order to provide reports to supervisor highlighting successes and recommendations for improvements.
- Identify useful resources – literature, small souvenirs or other da'wah material, that the Mosque can offer its visitors.
- Be aware of up-to-date policy of the local city council for schools or other organisations visiting places of worship, especially within the context of the COVID-19 pandemic
- Advise on how to promote the mosque tours and visits amongst various sectors, groups and organisations in the city.
Assist with managing and coordinating other Mosque events and the hosting of 3rd party organization's events.

Technical Proficiency needed for Visit Coordination.

- Use Microsoft Outlook to schedule Mosque visits
- Maintain an Excel log of visits to the Mosque and produce monthly reports of their details

Support / Miscellaneous

- Assist other members of the Mosque team with projects throughout the year as necessary and appropriate
- Perform other duties as assigned

Hours of Work

Hours of work will be contracted for 8 hours per week initially, though we expect this to increase up to 20 per week, as our relationship with local schools and universities is re-established. Actual days of works are negotiable.

Rate of Pay

Rate of pay will be in-line with the currently set National Minimum Wage.



Edinburgh Central Mosque
Person Specification
Mosque Visits and Events Coordinator

The person specification shows the abilities and skills you will need to carry out the role.

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview, you may be asked also to undertake practical tests to cover skills and abilities shown below.

Essential
Good standard of general education
Minimum of SCQF Level 5 in English (Nat 5/ SG Credit / Int2) or equivalent; or otherwise able to demonstrate English to this level.
Public speaking to large groups
Ability to communicate well with a range of age-groups (Children, Teens, Adults)
Basic Computing/IT skills i.e use of MS Office & Outlook email, photocopying & printing etc
Excellent organisational and time-management skills
Professional, welcoming manner, enthusiasm and motivation for the work you do.
Evidence of completing a short course or courses in Islamic Knowledge

Desirable
Evidence of First Aid Training
Ability to adapt to and manage sudden changes or unexpected visits
Has completed formal education in the Islamic Sciences
Experience of working in a similar role and post

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.