

VOLUNTEER FORM

Welcome to Edinburgh Central Mosque's Volunteer Program!

Thank you for your interest in volunteering with us. Your support is invaluable, and we are excited to learn more about how you would like to contribute. Please take a moment to fill out this form, which help us understand your interests and availability.

If you have any questions or need further assistance feel free to reach out to us at info@edmosque.org

We look forward to working with you.

Your Details	
First Name:	Surname:
Date of Birth:	Age:
Email:	Phone No:
	WhatsApp No:
Address	Male <input type="checkbox"/>
	Female <input type="checkbox"/>
What is your mother tongue?	What other language do you speak?

Are you a member of the PVG Scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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What days and what time are you available?	
<input type="checkbox"/> Monday, times.....	<input type="checkbox"/> Friday, times.....
<input type="checkbox"/> Tuesday, times.....	<input type="checkbox"/> Saturday, times.....
<input type="checkbox"/> Wednesday, times.....	<input type="checkbox"/> Sunday, times.....
<input type="checkbox"/> Thursday, times.....	<input type="checkbox"/> Event Days only

Which works/activities are you interested in Volunteering for:

- | | | | | |
|--|--|---------------------------------------|---|---|
| <input type="checkbox"/> Teaching Quran | <input type="checkbox"/> Brothers Youth Club | <input type="checkbox"/> Giving Dawah | <input type="checkbox"/> Graphic Media | <input type="checkbox"/> Trades/Maintenance |
| <input type="checkbox"/> Arabic Classes | <input type="checkbox"/> Sisters Youth | <input type="checkbox"/> Food Bank | <input type="checkbox"/> Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Islamic Knowledge | <input type="checkbox"/> New Muslim | <input type="checkbox"/> Social Media | <input type="checkbox"/> Administrative | |

Please list your Qualifications/Skills/Experience (paid or unpaid)

What would you like to achieve through Volunteering with Edinburgh Central Mosque?

What skills/qualities do you think you can bring to Edinburgh Central Mosque's Volunteer Team?

Any additional information?

Applicant Signature

Approved by:

Print Name:

Print Name:

Edinburgh Central Mosque

Once approved, you will be added to the Mosque WhatsApp Volunteer Group, or provided with a link to join. Please keep an eye out for events that interest you. We will endeavour to include you in activities of your choice as opportunities arise.

Please read the attached ECM Terms and Conditions for Volunteers, accept and also sign the last page.



ECM TERMS AND CONDITIONS FOR VOLUNTEERS & GROUPS

Introduction

The Edinburgh Central Mosque is a limited liability charity dedicated to creating strong, successful Islamic communities in and around Edinburgh, enhancing the quality of life for all. Opened in 1998, our aims and objectives are:

- To provide a suitable place for the worship of God and for the congregation of Muslims.
- To propagate the word of God and disseminate Islam.
- To be of service to the Muslim community.
- To instruct the children of Muslims in their religion.
- To act as a meeting place for Muslims on religious and other occasions.
- To spread the Arabic language (the language of the Quran) and to assist those who wish to learn it.
- To help the children of Muslims who come to this country to study and to alleviate the difficulties they face.
- To acquire books and Islamic resources, making these available in the Mosque library for those who wish to study them.
- To organize lectures and lessons, and to hold seminars and conferences on Islam.

Based on our institution's aims and objectives, we hold a keen interest in developing solid, constructive working relationships with volunteers and various groups who wish to render their services to the community.

1. General Guidelines for Volunteers/Groups Establishing a Relationship with ECM

1.1 ECM's Role and Outreach

ECM is an official Islamic institution serving Edinburgh, Scotland locally, as well as the wider UK and global community. The mosque opens its doors to volunteers and groups to enrich our services.

1.2 Request Submission

All requests from individuals and groups wishing to offer their services to the community using the mosque grounds must be addressed to the mosque administration officially by email to: info@edmosque.org.

1.3 Identification and Objectives

Volunteers/groups need to identify themselves in terms of their objectives, their individual members, and the full range of activities in their request to engage with the mosque and community.

1.4 Approval Process

Once ECM administration makes a decision regarding granting approval or not to a particular volunteer/group request, this will be officially communicated.

1.5 Priority of Mosque Activities

Volunteers/groups need to be aware that in circumstances where the mosque requires a particular space or facility for its own specific activity, it reserves the right of priority. In such cases, ECM administration will endeavor to communicate this in good time so that the volunteers/groups are aware.

1.6 Termination of Engagement

Edinburgh Central Mosque reserves the right to terminate its engagement with individual volunteers/groups when the terms and conditions are not adhered to.

2. Approval of Volunteers/Groups

2.1 The current reality of the community in a holistic sense, including ethnic, economic, and religious identities.

2.2 ECM is a Sunni mosque with a global/international profile in terms of its congregation and engagement.

2.3 ECM strives to be an institution that imparts beneficial Islamic knowledge. Topics/events should therefore complement ECM's ethos.

2.4 Volunteers/groups wishing to introduce new activities in addition to their existing ones should give at least one month's notice to ECM administration. The mosque admin will review the proposed activity and make a decision within two weeks of receiving the request.

3. Non-Compromising Stance on Extremism

3.1 ECM will take a non-compromising stance on individuals/groups deemed as extremists, both within the Muslim community and outside it. The precise determination of 'extremist' remains at the discretion of the ECM admin in consultation with the Imam. This determination may include reports from the wider Muslim community, both nationally and internationally, media reports, but is primarily informed by the analysis of the speaker/lecturer's position in terms of creed (aqidah) and methodology (manhaj).

4. Media Engagement

4.1 ECM has a duty to safeguard the mosque's and the community's positive image and relations with wider society. If individual volunteers/groups are approached by media or other mosques requesting information, interviews, or opinions on religious current affairs on behalf of ECM:

- **4.1.a** Volunteers/Groups do not represent the mosque in this way. A breach of this policy may result in termination of the mosque's engagement with the party.
- **4.1.b** Volunteers/groups are kindly expected to forward all such requests to ECM administration, who will handle them accordingly.

5. Community Engagement

5.1 ECM recognizes that various volunteers/groups may have ties to other groups within the community with similar interests and agendas. However, we reserve the right to control which activities take place within our grounds.

- **5.1.a** Volunteers/Groups can under no circumstances initiate any activity, event, or campaign involving the mosque without explicit written approval from the admin team. A breach of this policy may result in termination of the mosque's engagement with the party.

6. Health, Safety, Welfare, and Hygiene

6.1 ECM aims to provide a healthy and attractive environment for the community, its staff, and volunteers. Under legislation, we have a duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of our employees, visitors, and members of the public.

- **6.1.a** Volunteers/Groups directly working with protected/vulnerable groups must provide valid PVG documentation along with any prerequisite disclosures.
- **6.1.b** Volunteers/Groups must not take any action that could threaten their health or safety, or that of employees, visitors, or members of the public.
- **6.1.c** Volunteers/Groups should report all accidents and injuries occurring at the mosque, no matter how minor, to the ECM administration.
- **6.1.d** Volunteers/Groups are expected to adhere to the directions issued by the ECM admin as they relate to health and safety.

7. Alcohol and Drugs Policy

7.1 If we have reasonable grounds to believe that a volunteer/group has been involved in any drug or alcohol-related action directly influencing their conduct, they may be subject to disciplinary action and, depending on the circumstances, this may result in the termination of the mosque's engagement.

8. No Smoking Policy

8.1 ECM is a committed non-smoking organization. Smoking is prohibited throughout the entire mosque premises, and there are no exceptions to this rule. This policy has been put in place to

comply with the Smoking, Health and Social Care Act (Scotland) of 2005. Volunteers/Groups are advised that this policy includes the use of e-cigarettes.

9. Standards of Dress

9.1 As volunteers/groups are likely to come into contact with visitors and members of the public, it is desirable that they present a decent and professional image with regard to appearance and standards of dress.

10. Housekeeping

10.1 All volunteers/groups are expected to maintain a good standard of housekeeping, which involves keeping their particular area of work clean and tidy after their activities/events.

Signature(s) in Agreement with the Terms and Conditions of this Policy Document

For Individuals:

I, _____, sign acknowledging that I have read, understood, and agree to fully adhere to the terms and conditions outlined in this policy document.

Signature: _____

For Groups:

We, (name of group) _____, sign acknowledging that we have read, understood, and agree to fully adhere to the terms and conditions outlined in this policy document.

Signature 1: _____

Signature 2: _____



Dear Sir/Madam.....

Guidance notes for volunteers

The Mosque of the Custodian of the Two Holy Mosques Islamic Centre in Edinburgh ("the Centre") depends on its volunteers for the successful running of the Centre, and is appreciative of all the support that it receives. The Centre would be very limited in the way it carries on its work if it were not for the help of volunteers to supplement its paid staff. The attached notes are intended to be a guide to terms on which volunteers offer their services to the Centre.

The two following basic characteristics distinguish volunteers from the Centre's employed staff:

1. Volunteers are unpaid and do not receive any material reward for their work.
2. There is no contract of employment between the Centre and its volunteers, who do not have any rights under the employment protection legislation, for example the rights not to be unfairly dismissed or for redundancy payments do not apply to them.

However, there are obligations, which apply to volunteers as well as paid employees. Even the charitable and voluntary sectors are at risk from legal claims, and our solicitors advise us that goodwill and 'freely giving one's time' are no defence to claims and legal liability. Therefore, in both the volunteer's and the Centre's interests, the main obligations now in force are set out in the attached ECM Terms & Conditions for Volunteers, and volunteers are being asked to sign the following agreement to indicate that they agree to comply with them. The Centre will revise or replace these guidance notes whenever necessary and notify volunteers of changes when made.

To indicate your understanding and agreement to comply with the attached Schedule, please sign and return the duplicate of this letter to **ECM Security** (Room G006). Thank you for your co-operation in this regard, and for your continuing support.

Yours sincerely

Dr. Mohamed Hashim
Assistant Director



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Yours sincerely

Dr. Mohamed Hashim
Assistant Director

I have read and understood the attached guidance note and schedule. I offer my services to the Centre and the Centre agrees to use my services as and when required and available. I agree to comply with these guidance notes, including all alterations and replacements of them. Both the Centre and I recognise that I am not under any obligation to work for the Centre at any particular time or at all.

Name:
Signed

Date