



**Palmers Green Mosque**  
Muslim Community & Education Centre

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Registered Charity Number 1156440

## 2<sup>nd</sup> Imam Taraweh 2024: JOB DESCRIPTION

*Contract: Ramadan 2024*  
*Remuneration: Negotiable*  
*Location: Palmers Green Mosque*  
*Responsible to: CEO of MCEC and Board of Trustees*  
*Responsible for: Musallees and Mosque/Taraweh Attendees*

### **MCEC Mission**

*Muslim Community and Education Centre, Palmers Green Mosque, is a non-profit Charity Trust. The Trust's primary aim is to provide a place of worship, educational and social facilities for the local Muslim community in accordance with the teachings of the Holy Qur'an and the Sunnah of the Prophet Mohammad (pbuh). The Trust also aims to provide a range of culturally sensitive services for the wider communities of North London, drawing upon our Islamic values, with a view to improving quality of life and enhancing community cohesion.*

### **Terms of Reference:**

As the second Imam for Ramadan Prayers, you will lead the second ten Rakaats of Tarawih, supporting Imam for the first ten Rakaats. Additionally, you will lead Tahajjud prayers in the last ten nights, leading the full 20 Rakaats only in emergencies or if management requests.

To ensure smooth and harmonious coordination in the Mehrab, we expect the Imam to fulfil the following primary responsibilities:

### **Main responsibilities:**

*2nd Imam will be responsible for the below-outlined responsibilities;*

- 1. To be present in the Masjid before Isha prayer.*
- 2. To lead Isha [if asked for], first or second 10 Rakaats of Taraweh and Witr prayers.*
- 3. To stand behind/provide reasonably needed support to the 1st Imam throughout the 10 Rakaats he leads.*
- 4. To maintain harmony in Mehrab/cooperate with other Imams.*
- 5. Agree at the beginning of the Month on start-end verses and have equal portions of the chapter recited every night by both the Imams, i.e. 50-50.*
- 6. Any communication between Imams should be professional (whether in person or via another medium)*
- 7. To lead Qeyamullail-night prayers during the last ten days of the Month, [if asked for].*
- 8. To lead the entire Taraweh, only in emergencies and when management asks.*
- 9. These guidelines are intended to ensure Taraweh's prayers are harmonious and prosperous and bring nothing but good. It is not the intention that these guidelines restrict Imams excessively or unreasonably.*

		Essential	Desirable
<b>Qualifications</b>	Educated to degree level or equivalent OR a professional qualification in Quranic recitations.		x
<b>Experience</b>	Proven track record of Leading Taraweh prayers, minimum of 3 years.	x	
	Experience of working with the Muslim community	x	
	Experience of leading Jumaa or Public Speeches		x
<b>Skills</b>	An ability to explain the Islamic faith in an understandable and relevant way for the worshipers		x
	Ability to motivate, enthuse, develop & support young Imam		x
	Confident public speaking and presentation skills		x
	Good interpersonal skills with ability to network and establish links and partnerships with all relevant colleagues	x	
	Strong organisational and time management with the ability to plan and prioritise a diverse workload	x	
<b>Knowledge</b>	Understanding of Muslim communities	x	
	Knowledge of Quran, Fiqh & Tafseer	x	
<b>Commitment</b>	Commitment to the aims and objectives of MCEC	x	
	Willingness to sometimes work out of hours as needed	x	

❖ *MCEC has no provision of transport, commuting to & from work is solely Imam's responsibility.*

❖ *The applicants must have permission to work in the UK!*

**TO APPLY: Please send a letter of application detailing how you meet the person specification PLUS your CV to [enquires@mcec.org.uk](mailto:enquires@mcec.org.uk) (Closing date: Midnight 14<sup>th</sup> January 2024)**