



JOB DESCRIPTION

Contract:

Part-Time Imam – **Monday to Thursday, with 3 hours on Friday (25 hours per week)**

Remuneration:

25 hours per week – Salary in line with the MCEC pay scale, reflecting the responsibilities of the role.

Location:

Palmers Green Mosque

Responsible to:

CEO & Board of Trustees

Responsible for:

Musaltees & Community Members

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.

MCEC Imam Job Specification

The Imam will be responsible for carrying out the religious, educational and community duties outlined below. The role is based primarily around the daily congregational prayers, Quran education, Hifz classes and attending to the religious needs of the mosque and its community.

The Imam will be expected to manage the agreed working hours flexibly, where necessary, in order to ensure that the religious needs of the mosque and community are appropriately supported.

Main Responsibilities

(a) Religious – Key Responsibilities

- Leading the **Zuhr, Asr, Maghrib and Isha congregational prayers**, Monday to Thursday, as part of the agreed weekly working hours.
- Leading the **Fajr prayer or other additional prayers** where specifically agreed or requested and where this falls within the Imam's agreed duties and working arrangements.
- Conducting **Janazah (funeral) prayers** at the mosque when required.
- Conducting **Nikah (marriage) ceremonies and prayers** when required.
- Responding to and providing guidance on other religious matters raised by Musallees and community members, within the agreed working hours and scope of the role.
- Providing religious advice and support to members of the community where appropriate and within the Imam's responsibilities.
- Acting as a religious representative of MCEC when requested by the CEO or Board of Trustees.
- Supporting other Imams and religious personnel where required and agreed.

(b) Quran Education and Hifz – Key Responsibilities

- Conducting **Hifz classes for a total of 7.5 hours per week**, scheduled within the **5:30pm–7:30pm period from Monday to Friday**, with no Hifz teaching on Wednesdays, according to the timetable agreed with MCEC.
- Providing structured Quran memorisation and revision support to students.
- Monitoring students' progress and providing appropriate feedback and guidance.
- Supporting students in improving their Quran recitation, memorisation, Tajweed and understanding.
- Preparing appropriate material and lesson plans for Hifz students.
- Maintaining appropriate records of student attendance and progress.
- Encouraging students to maintain consistent revision and memorisation routines.
- Where Hifz classes are temporarily not running, the allocated Hifz teaching hours will be utilised, as agreed with MCEC management, to **develop additional short courses and educational programmes for Quran learning**.

(c) Hifz Administration

- Undertaking **1.5 hours per week of Hifz-related administrative work**, including planning, student progress records, lesson preparation, attendance monitoring and coordination of the Hifz programme.

(d) Quran Halaqa

- Conducting a **one-hour daily Quran Halaqa, Monday to Thursday, for both male and female adult community members**.
- Supporting participants in improving their Quran recitation, understanding and engagement with the Quran.

- Preparing and delivering the Halaqa in a structured and beneficial manner.
- Encouraging regular attendance and participation in the Halaqa.
- Responding appropriately to the educational needs and abilities of participants.

(e) Religious and Community Matters

- Attending to other religious matters as reasonably requested by MCEC management during the agreed working hours.
- Providing religious guidance on matters referred to the Imam by Musallees and community members.
- Supporting community members with appropriate religious advice concerning matters such as worship, family and community life, where this falls within the Imam's role and competence.
- Participating in religious and community activities organised by MCEC, where requested and where such activities fall within the agreed working arrangements.
- Maintaining a professional, respectful and approachable relationship with Musallees, community members, volunteers and MCEC staff.

(f) Community Representation

- Acting as a religious ambassador and representative for MCEC at community events and functions, as and when requested by management.
- Participating in interfaith or wider community activities where requested by MCEC.
- Establishing and maintaining positive relationships with other communities, organisations and relevant agencies on behalf of MCEC, where requested.
- Representing MCEC in a manner consistent with its Islamic values, policies and ethos.

Daily Working Hours

The expected working commitment is **25 hours per week**. The role will involve **6 hours per day from Monday to Thursday**, comprising congregational prayers, Quran Halaqa, religious and community duties, and **2 hours of Hifz teaching each day, except Wednesday**. On Friday, the role will include **1.5 hours of Hifz teaching** and **1.5 hours of Hifz administration and programme development**, giving a total of **3 hours on Friday**.

Indicative Daily Structure – Monday to Thursday

Activity	Indicative Time
Zuhr congregational prayer and related duties	30 minutes
Asr congregational prayer and related duties	30 minutes
Maghrib congregational prayer and related duties	30 minutes
Isha congregational prayer and related duties	30 minutes
Quran Halaqa – adults, male/female	1 hour
Religious and community matters, including Nikahs and Janazahs	1 hour
Hifz teaching <u>(no Hifz teaching on Wednesdays)</u>	2 hours
Total per day (Monday, Tuesday and Thursday)	6 hours
Total per day (Wednesday)	4 hours

Friday

Activity	Indicative Time
Hifz teaching	1.5 hours
Hifz administration and programme development	1.5 hours
Total Friday	3 hours

Weekly Summary

Area	Weekly Hours
Congregational prayers	8 hours
Quran Halaqa	4 hours
Religious and community matters, including Nikahs and Janazahs	4 hours
Hifz teaching <u>(no Hifz teaching on Wednesdays)</u>	7.5 hours
Hifz administration and programme development	1.5 hours
Total	25 hours

The exact timetable will be agreed with MCEC management and may be adjusted according to the prayer timetable, Hifz programme and the needs of the mosque and wider community.

Flexibility Between Prayers

The Imam will be expected to remain available around the congregational prayer timetable. However, where there is a reasonable gap between congregational prayers and no specific duty or appointment requiring the Imam's presence at the mosque, **the Imam will be free to leave the mosque between prayers and return at least 15 minutes before the next scheduled congregational prayer.**

This flexibility is intended to allow the Imam to manage personal commitments while ensuring that they are present and prepared for all required prayers and other agreed duties.

The exact daily breakdown of the **25 weekly hours will be detailed in the contract**, taking into account the prayer timetable, Quran Halaqa, Hifz classes, Hifz administration, Nikah and Janazah requirements, and other religious and community duties as required.

Other Duties

The Imam may be required to undertake other reasonable religious, educational or community duties **within the agreed working hours**, consistent with the purpose of the role and as agreed with MCEC management.

Where Hifz classes are not operating, the Imam may be required to use the allocated Hifz teaching hours to develop and deliver additional short courses or educational programmes focused on Quran learning, subject to agreement with MCEC management.

The Imam is expected to maintain appropriate professional standards, confidentiality and conduct at all times and to uphold the reputation, values and Islamic ethos of MCEC.

Qualifications

Category	Essential	Desirable
Formal qualification in Islamic Studies, Imamat, or equivalent qualification from a recognised/established Islamic institution or organisation	✓	
Degree-level or postgraduate qualification in Islamic Studies or a related subject		✓

Experience

Category	Essential	Desirable
Proven experience of performing Imamat duties, including leading congregational prayers	✓	
Minimum of 3 years' experience in Imamat or a similar Islamic religious role	✓	
Experience of working with Muslim communities and supporting community members on religious matters	✓	
Experience of conducting Nikah and Janazah prayers	✓	
Experience of teaching Quran to adults	✓	
Experience of teaching or supervising Quran memorisation/Hifz	✓	
Experience of working with both male and female adult community members	✓	
Experience of participating in interfaith or wider community activities		✓

Skills

Category	Essential	Desirable
Strong Quran recitation with knowledge and application of Tajweed rules	✓	
Strong ability in Quran memorisation and Hifz instruction	✓	

Ability to explain Islamic teachings in an understandable, relevant and appropriate manner	✓	
Confident public speaking and ability to deliver religious talks/presentations	✓	
Good interpersonal and communication skills, with the ability to build positive relationships with Musallees and community members	✓	
Ability to provide appropriate religious guidance and support to community members	✓	
Ability to work independently and manage the responsibilities of the role effectively	✓	
Strong organisational and time-management skills, with the ability to manage prayer duties, Quran Halaqa, Hifz and other religious responsibilities	✓	
Basic proficiency in IT and Microsoft Office	✓	

Knowledge

Category	Essential	Desirable
Strong knowledge of the Quran, Hadith, Fiqh and Tafseer	✓	
Good understanding of Islamic principles and practices relevant to congregational and community life	✓	
Good understanding of the needs and characteristics of the local Muslim community	✓	
Understanding of safeguarding and appropriate professional boundaries when working with community members	✓	

Personal Qualities & Commitment

Category	Essential	Desirable
Commitment to the aims, objectives and Islamic ethos of MCEC	✓	
Professional, respectful and approachable manner	✓	
Commitment to supporting the religious and spiritual needs of the MCEC community	✓	
Willingness to participate in community and religious activities when required	✓	
Willingness to work outside the core prayer schedule when required for Nikah, Janazah or other religious duties	✓	

- MCEC does not provide transport or accommodation. The Imam will be responsible for their own travel arrangements and commuting to and from the mosque.
- Applicants must have the legal right and permission to work in the UK.
- The successful applicant will be required to complete an appropriate DBS check before commencing duties, where applicable to the role.

TO APPLY: Please send a **letter of application explaining how you meet the person specification**, together with your **CV**, to enquiries@mcec.org.uk. **Closing date: Midnight, 11 October 2026.**