

Chief Executive Officer

Inspire. Lead. Serve.

Job title: Chief Executive Officer (CEO) – Green Lane Masjid & Community Centre (GLMCC)

Reporting to: Board of Trustees

Direct reports: GLMCC Management Team

Indirect reports: GLMCC Staff & Volunteers

Purpose of role: To lead the strategic development and operational delivery of GLMCC services, through an effective organisation and highly engaged team. To protect and enhance the reputation, image and ethos of GLMCC, upholding the Salafi creed. To ensure GLMCC fulfils its constitutional, regulatory and legal responsibilities.

Main responsibilities:

1. Strategic Management & Leadership:

- a. To implement strategic goals and objectives of GLMCC as outlined by Board of Trustees.
- b. Develop a strong organisation that supports effective delivery of GLMCC's activities and services.
- c. Provide inspirational leadership and clear direction throughout the organisation, with a particular focus on management team.
- d. Develop a positive work environment and culture.

2. Operational management:

- a. To be overall responsible for day-to-day management of GLMCC, ensuring activities and services are run effectively for end users.
- b. Oversee all operational areas of GLMCC, including front line activities such as Religious Services, Dawah, Education & Welfare, as well as support functions including Operations, Facilities Management, Human Resources and Finance.
- c. Facilitate development of existing services and introduction of new services.
- d. Oversee recruitment and management of staff, including training and development, performance mgmt., recognition, benefits and policy development.

3. Governance:

- a. Support Board of Trustees by ensuring they have relevant and timely information to assist them in carrying out their legal duties.
- b. Ensuring the organisation has effective written policies and procedures that are reviewed annually.
- c. Ensure organisation has appropriate policies and procedures for staff / volunteer management, with particular focus on safeguarding.

4. Financial management:

- a. Develop and implement financial strategy that ensures GLMCC can deliver its objectives.
- b. Ensure efficient use of resources within agreed budgets.
- c. Develop and implement fundraising strategy, allowing GLMCC to continue its growth.
- d. Develop and implement procurement strategy, ensuring GLMCC gets value for money and right quality of products and services.
- e. Ensure monthly bookkeeping, annual accounts and audit are completed in accurate and timely manner, ensuring GLMCC meets its regulatory obligations.

5. External Relations:

- a. Protect and enhance the reputation of GLMCC.
- b. Raise the profile and influence of GLMCC through a variety of stakeholders in the UK and overseas, including opinion formers, statutory organisations, donors, academia including Muslim scholars etc.
- c. Formulate suitable marketing strategies and campaigns, through social media and other forms of communication.
- d. Ensure organisation fulfils its constitutional, regulatory and legal responsibilities.

6. Reporting:

- a. Meet Board of Trustees on a regular basis to review organisational performance.
- b. Prepare reports as requested by the Board of Trustees.
- c. Prepare Annual Report to go alongside financial statements, providing transparency to community and donors around where and how charitable donations are spent.
- d. Develop and agree KPI's, including employee engagement and congregation satisfaction surveys.

7. Other:

- a. Ability to work flexibly outside normal office hours (when needed).
- b. The above list of duties is indicative rather than exhaustive. The CEO will be expected to carry out all such additional duties as are reasonably commensurate with the role.

DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until Wednesday 31st December 2025

To apply, please email your CV and a covering letter to sajjad.akram@greenlanemasjid.org