

Vacancy: **MIC Executive Manager** **الوظيفة: مدير تنفيذي**



Location: Manchester, UK
Job Ref: EMR/MIC/0917
Salary: £31,000-36,000 per annum
Plus performance-based bonus
Job Type: Full Time
Closing date: 22nd September 2017



Manchester Islamic Centre (MIC) are recruiting for an experienced **Executive Manager** who will lead the MIC Department Managers, provide required corporate support to the MIC Chief Executive Officer and advice to the MIC Board of Trustees.

Job Purpose & Scope:

The role will lead and oversee the MIC strategy deliverables of the MIC Operations, Projects and Services. S/he will oversee the management of the key MIC Departments: The Didsbury Mosque & Religious Affairs, The Research & Human Development, The Islamic Sharia'a & Fatwa, The Community & Government Relations, The Social & Community Offerings, Endowment & Fundraising Management as well as Corporate Support Services (HR, Accounting, IT, Administration) in compliance with the UK Charity Commission regulations, data protection standards and other legal/benchmarked standards in order to ensure MIC's operations and staff are clear any illegal, criminal, fraudulent or terrorist involvement, hence protecting the organisation from legal and reputational risks.

Duties & Responsibilities:

The MIC Executive Manager will be accountable for the delivery of the six core activity work-streams and their operational KPIs within MIC. The job holder will lead on the implementation of key aspects of the MIC's work plans, systems, processes, policies and strategies. The post holder will also play a key role in enabling the organisation to manage MIC's Waqf Property and Assets and improve the Centre's fundraising campaigns by directly contributing to MIC's financial sustainability agenda. The job holder will empower line managers in dealing with employee relation cases, i.e. disciplinary, grievance and performance.

Job Requirements:

The successful candidate should have a degree in a management or social science related field, preferably in Business Studies. A post graduate qualification will be an advantage. The successful candidate will have leadership experience across multicultural environment with experience of working within a multi-disciplinary organisation structure. The post holder will have proven experience of developing and implementing strategies and work plans which help to deliver the wider organisational objectives. The post holder will be willing to manage a flexible work schedule based on Islamic events and community special activities. The successful candidate will have proven experience in providing a variety of broad corporate and financial services in a multi-disciplinary organisation including endowment projects, especially in the Islamic Charity Sector. Proven experience in managing investment and finance projects is an advantage.

General Requirements:

MIC promotes equality and meritocracy, and seeks individuals who agree with the MIC values together with our policy standards on Good Governance, Child Protection and Code of Conduct. We will carry out screening checks and will take out references on your behalf if you are selected.

Please note, we are only able to accept applications from candidates who are eligible to work in the UK. We are unable to progress with applications which would require sponsorship.

Applicants should be sympathetic to the MIC's core values of Tolerance, Respect, Integrity, Transparency, Beneficence and Empowerment.

How to Apply:

If you are talented, reliable, service minded, resilient and a highly motivated professional, with a strong commitment to MIC's core values and beliefs, please apply by downloading The MIC standard job application template from the MIC's website: www.didsburymosque.com and forward the completed form to recruitment@didsburymosque.com before the closing date.

No CVs will be accepted. Only short-listed candidates will be contacted ■