



Altrincham & Hale Muslim Association

Job description for Part time Administrator

JOB TITLE: Administrator

HOURS: Part Time (Approximately 22 hours per week)

SALARY: £20,000 to £22,000 pro rata

LOCATION: Islamic Culture Centre, Hale, Altrincham. WA15 8JG

REPORTING TO: Treasurer/Trustee

WORKING HOURS: Working hours are Monday – Thursday 10:00 – 14:00 Friday 10:00 – 16:00. Any change must be communicated with Line manager.

Permanent, subject to a two-month probationary period and security checks, which will be required prior to appointment.

Overview of the Centre

The Altrincham and Hale Muslim Association (AHMA) is the hub of the local Muslim Community in Altrincham, Hale, Halebarns and Timperely. It is bursting with religious and social activities. The Islamic Cultural Centre is a vibrant and dynamic centre with activities for everyone, and welcomes people of all ages, nationalities, madhabs (schools of thought), and level of knowledge and practice. We have also engaged with the wider community through our work with local schools, the Altrincham Interfaith Group (of which we are a founding member) and with Trafford Metropolitan Borough Council.

The AHMA was formally established in September 1995 with the first constitution, although the association had been going since 1992. The Islamic Cultural Centre was set up in July 2003, when the Association purchased the former St David's Church in Grove Lane, Hale. The Association subsequently became a charity in 2004, and as a company limited by guarantee with Companies House.

Overview of the Role

The AHMA is looking for an experienced administrator with excellent organisational and communication skills. The successful candidate will have a strong track record in a similar role and enjoy working in an organisation where proactivity is encouraged. S/he will have excellent communication skills and an ability to liaise with different members of the management committee and the community.



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Main Duties / Responsibilities:

- Act as a first point of contact to mailbox and telephone enquiries redirecting and following up in a timely manner.
- Arranging meetings to include booking rooms, catering sending invitations and preparing papers.
- Provide support for events and meetings including booking venues, preparing agendas, taking, and issuing minutes.
- Maintenance of data bases (e.g. donor database and event databases) and inputting of data, ensuring records and information is accurate and updated on a timely basis.
- Preparing the monthly Salat timetable, including ensuring advertising slots are followed up in a timely manner.
- Liaising with advertisers and ensuring they are invoiced in a timely manner.
- Following up on payments when they become due.
- Creation and maintenance of stock and asset records.
- Maintenance of the library records and system.
- Maintenance of print resources ensuring adequate supplies are held.
- Maintaining accurate records and an organised filing system (both soft and hard copy where applicable).
- Ensure any Safeguarding issues are escalated to the Designate Safeguarding Lead as appropriate. Keep records in a secure electronic folder.
- Make a positive and active contribution to team meetings, process reviews, and other initiatives and developments as requested.
- Financial administration: to include the monitoring and coding supplier invoices, banking cheques and cash and keeping good financial records.
- Prepare for events as requested and planned by the Trustees and the event co-ordinators – if this falls outside normal working hours – it needs to be agreed with this will need to be by mutual negotiation.
- Liaising with suppliers and obtaining quotes for works required.
- Monitoring the site of the Centre and identifying potential issues to address (e.g. damage to fixtures/ fittings, replacement of lightbulbs, etc).
- Develop and maintain effective working relationships with colleagues and external partners, contributing to a 'one team' ethic of cooperation, knowledge sharing, continuous improvement and consistent delivery.
- Co-ordinating the production of regular and ad-hoc reports as requested.



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- Any other duties as reasonably required in line with skills, knowledge, and experience to contribute to the AHMA's wider success.
- Working co-operatively with colleagues including volunteers across AHMA's teams
- Documentation of standard operating procedures.

Leadership Skills:

- To promote AHMA's vision and mission and to uphold the Charity's values in all day-to-day activities and delivery of services.
- Take business accountability for the delivery of shared business responsibilities e.g. relevant contribution to the Charity's Objectives, Risk Register and Assurance Framework.
- To ensure that AHMA develops a culture that promotes equality and values diversity and that the service you provide meets the needs of all stakeholders. This may involve the development and monitoring of policies and procedures to ensure the services you provide are inclusive to all.
- To participate in AHMA related events as and when required.
- In accordance with the Health and Safety at Work Act 1974 and subsequent legislation, the post holder is required to undertake a proactive role in the management of risks in all their actions. This includes: - Undertaking risk assessments in line with the AHMA risk assessment process; Reporting all incidents, near misses and hazards in line with the AHMA's reporting arrangements/system. Undertaking a statutory duty of care for your own personal safety and that of others. Attending all statutory and mandatory health and safety training, appropriate to the role.



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Qualifications/Training	Essential	Desirable
A Levels or higher education qualification	X	
Willingness to undertake training and actively seek out personal development opportunities		X
Experience		
Minimum of 3 years' experience of administration	X	
Social media and other marketing tools		X
Supporting and managing volunteers	X	
Knowledge and Skills		
Excellent IT skills including Microsoft Outlook, Excel, and PowerPoint	X	
Excellent spoken and written communication and interpersonal skills, inter-cultural sensitivity and confidence in dealing with a wide range of partners;	X	
Arabic speaking and writing skills		X
Meticulous attention to detail	X	
Understanding of relevant legislation/charity law affecting fundraising practice and event management;		X
Ability to successfully manage a full and varied workload independently whilst working under pressure to meet deadlines.	X	
The ability to perform other duties as required;	X	
Self-motivated to learn new concepts and participate in new projects.	X	
Ability to use digital and non-digital marketing and communication techniques;		X
The ability to develop engaging content for use across all digital and mobile platforms;	X	
Ability to work variable hours, with occasional weekend and evening work.	X	
Willingness to undertake training and actively seek out personal development opportunities	X	

Please refer to this document carefully when preparing for your interview. You will be expected to demonstrate how you meet the criteria at the interview.

Prepared by Zainul Sachak – 7th April 20