

Job Description: Quinton Madrasah Operations & Site Manager

(Quinton Site & Lighthouse Madrasah)

- **Location:** Abrahamic Foundation, Quinton Site (incorporating Zaytuna Community Masjid & Lighthouse Madrasah), 340 Quinton Road West, Birmingham, B32 1PJ
- **Reports to:** Chief Executive Officer (CEO) / Board of Trustees
- **Contract:** Full-time
- **Core Hours:** Monday to Friday, 12:00 PM – 8:00 PM (Perfect for overseeing afternoon site prep, school-run logistics, and evening Madrasah/youth activities!)
- **Flexibility Required:** Occasional weekends for community events, with adaptable hours to support the community during key religious periods (such as Ramadan and Eid).
- **Salary:** [Starting from £26,500 depending on experience]

Role Purpose

Are you a natural leader who loves people, thrives on organization, and wants to make a lasting impact?

As the **Madrasah Operations & Site Manager**, you will be the heartbeat of our vibrant Quinton hub. This unique role bridges two critical areas: maintaining a safe, welcoming physical environment for our entire community center (including the Zaytuna Community Masjid, Youth Club, and Food Hub/Outreach programmes) and providing dedicated operational, administrative, and financial leadership for the prestigious **Lighthouse Madrasah** (including its Hifdh programme).

You won't be doing this alone. Backed by a supportive, close-knit team of central staff, teachers, volunteers, and trustees, you will ensure our site runs smoothly, safely, professionally, and in complete alignment with our warm Islamic ethos.

Key Responsibilities

1. Lighthouse Madrasah Operations & Leadership

- **Educational Delivery:** Oversee the day-to-day operations of all Madrasah classes and the Hifdh programme, managing timetables, resources, and student behaviour.
- **Staff Leadership:** Lead the recruitment, induction, rotas, and performance management of teaching and support staff, fostering a culture of professional growth and wellbeing.

- **Parent & Student Administration:** Act as the primary point of contact for families. Manage student admissions, attendance records, and GDPR-compliant databases, ensuring warm and clear communication.
- **Financial Administration:** Monitor the Madrasah budget, oversee tuition fee collections, manage outstanding payments, and ensure procurement achieves excellent value for money.

2. Daily Site Operations & Facilities Management

- **Site Custodianship:** Oversee the daily opening, closing, and general upkeep of the Quinton site, ensuring the building is consistently clean, secure, and deeply welcoming.
- **Maintenance & Contractors:** Coordinate routine repairs, waste management, utilities, and contractor visits to keep the physical environment in top shape.
- **Health & Safety:** Maintain straightforward, up-to-date site records (including fire safety, risk assessments, and incident reports) to guarantee a safe space for students, worshippers, and visitors.

3. Community, Faith & Outreach Support

- **Hub/Outreach Coordination:** Act as the logistics anchor for the site, coordinating room bookings and supporting the daily flow of the Youth Club and Food Hub/Outreach activities.
- **Masjid & Congregational Support:** Assist with practical setups for Jumu'ah, Eid, and Ramadan.
- **Occasional Prayer Leading:** Lead congregational prayers on occasion, subject to your suitability and religious knowledge.
- **Food Hub:** Partner with the Food Hub team to assist with stock logistics and volunteer coordination during peak times.

4. Compliance, Safeguarding & Governance

- **Safeguarding Lead:** Act as a key on-site contact for safeguarding, championing a culture of welfare, and escalating any concerns promptly to senior leadership.
- **Trustee Reporting:** Prepare clear operational and financial reports for the Board of Trustees, contributing to the long-term sustainability and strategic growth of the Madrasah and center.

About You (Person Specification)

What you'll need to succeed (Essential):

- **Experience:** Significant prior experience in operations, facilities, charity, school, or community hub management.
- **Leadership & People Skills:** Outstanding communication skills. You can comfortably motivate a team of teachers, collaborate with trustees, chat with parents, and engage with young children or elderly worshippers.
- **Organisational Mastery:** Strong administrative skills with experience managing budgets, staff rotas, and databases (GDPR compliance).
- **Faith Connection:** Appropriate religious knowledge, appreciation of Islamic education, and the confidence to occasionally lead Muslim prayers when required.
- **Adaptability & Calm:** The ability to juggle multiple tasks, solve practical problems on the fly, and remain a calm, reassuring presence during busy peak times (like the Madrasah rush or Ramadan).

Great to have (Desirable):

- Direct experience working within a Madrasah, Islamic educational setting, or Mosque.
- Knowledge of Hifdh programmes and charity governance.
- Up-to-date qualifications in Safeguarding, First Aid, Food Hygiene, or Health & Safety.
- A full UK driving license.

Why Join Us?

- **A Supportive Family:** Enjoy the full backing of our central headquarters team, respected imams, and passionate trustees.
- **True Community Impact:** Every single day, your work will directly nurture the next generation of Muslims and support vulnerable individuals in Birmingham.
- **A Rewarding, Dynamic Career:** This is a highly respected, multifaceted leadership role where no two days are the same, and your contribution is visible and valued.

To Apply

Please send your CV and a brief cover letter outlining your suitability for this joint leadership role to info@abrahamicfoundation.org.uk.

Appointment will be subject to satisfactory references, right-to-work checks, and an enhanced DBS check.