

MUSLIM AID | JOB DESCRIPTION

Job Title:	Mosque Partnerships Officer
Department:	Growth
Location:	London (with regular national travel)
Reports to:	Community Fundraising & Volunteers Senior Officer
Line Management:	None
Contract Type:	Permanent
Grade :	2
Safeguarding:	Muslim Aid has a zero-tolerance approach to Sexual Exploitation and Abuse (SEA) and all forms of safeguarding related misconduct, consistent with international standards including the UN Secretary General's Bulletin (ST/SGB/2003/13) and IASC PSEA principles. We are committed to the safeguarding and protection of children and vulnerable people across all aspects of our work. To prevent the recruitment of individuals with a history of SEA or safeguarding misconduct, all posts are subject to pre-employment vetting. This includes criminal records disclosure, a DBS check for UK-based candidates, or an equivalent criminal record check for candidates residing outside the United Kingdom, alongside reference checks that specifically address safeguarding and PSEA conduct. By applying for this position, candidates confirm their understanding of and commitment to Muslim Aid's safeguarding standards and accept that appointment is conditional upon satisfactory completion of all required checks.

JOB PURPOSE

The Mosque Partnerships Officer is responsible for building, deepening and coordinating Muslim Aid's relationships with mosques, Islamic schools and faith institutions across the UK. The post-holder grows Muslim Aid's grassroots presence within the Muslim community, supports mosque-based fundraising activity throughout the year, and helps cultivate community leaders, imams and mosque committees as long-term partners and fundraising champions. The role is central to Muslim Aid's ambition to be a premier charity of choice for the Muslim community, and to strengthen Muslim communities in the UK as a foundation for supporting communities internationally, in line with the Growth Strategy. The role sits within the Fundraising Lead's wider Community Fundraising, Regional Growth & Mosque Partnerships portfolio, reporting day-to-day to the Community Fundraising & Volunteers Senior Officer.

KEY RESULT AREAS & ACCOUNTABILITIES

1. Mosque & Faith Institution Relationship Building	
Deliverables	• Build and maintain strong, trusted relationships with mosques, Islamic schools, Muslim Student Associations and other faith-based institutions across the UK. • Develop relationships with imams, mosque committees, community leaders and influential volunteers, supporting them to act as Muslim Aid ambassadors and fundraising champions. • Identify new mosques and faith institutions for engagement, with particular focus on cities with high concentrations of Muslims, working alongside organisations such as BMHC, Muadh Trust, MCS and MCW where relevant. • Maintain a national log of mosque and faith institution relationships that can be used by the Community Fundraising & Volunteers team to drive income generation and achieve agreed KPIs. • Act as a day-to-day point of contact for mosque partners, responding promptly and professionally to queries and requests.
2. Mosque-Based Fundraising Activity	
Deliverables	• Coordinate mosque-based fundraising activity throughout the year, including Friday appeals, Ramadan and Qurbani collections, and Emergency appeal collections.

- Support mosques and Islamic institutions to deliver successful fundraising appeals, providing materials, briefings and on-the-ground support where needed.
- Work with the wider team to plan mosque engagement around key calendar campaigns and Emergency appeals.
- Support the delivery of mosque-based events such as community iftars, fundraising dinners and sponsored collections.
- Track income and engagement generated through mosque partnerships, feeding into the team's monthly reporting to the Senior Officers.

3. Community & Volunteer Engagement

Deliverables

- Recruit and support volunteers within mosque and community networks to assist with fundraising appeals and events.
- Deliver a positive volunteer experience for volunteers connected through mosque partnerships to ensure they remain engaged with Muslim Aid's mission and work.
- Support engagement with diaspora communities through mosque and community networks, in support of the Growth Department's diaspora engagement work.
- Represent Muslim Aid at mosque events, community gatherings and faith institution occasions, building Muslim Aid's visibility and credibility on the ground.

4. Monitoring, Compliance & Safeguarding

Deliverables

- Undertake basic due diligence checks on new mosque and community partners to ensure those we work with meet the required standards, escalating any concerns to the Senior Officer.
- Report any safeguarding concerns arising from mosque or community activity to the Senior Officer and Global Safeguarding Manager promptly, in line with Muslim Aid's safeguarding procedures.
- Ensure all materials used in mosque and community engagement are reviewed for ethical compliance and alignment with Muslim Aid's values before use.

KEY PERFORMANCE INDICATORS (KPIs)

Specific targets to be reviewed and agreed with the Community Fundraising & Volunteers Senior Officer. All KPIs are reviewed monthly/quarterly as indicated.

Area	KPI	Target / Frequency
Mosque Partnerships	Number of active mosque / faith institution relationships maintained	Quarterly; target set in annual work plan
Mosque Partnerships	New mosque / faith institution relationships established	Quarterly; target set in annual work plan
Income	Income generated through mosque-based fundraising activity	Monthly; year-on-year growth
Volunteers	Number of volunteers recruited through mosque and community networks	Monthly; against annual growth target
Campaigns	Mosque engagement delivered on time for key calendar campaigns (Ramadan, Qurbani, Emergency appeals)	Per campaign; target 100%
Compliance	Safeguarding and data protection concerns escalated promptly	Ongoing; target 100%

PERSON SPECIFICATION

Criteria	E / D	Assessment
QUALIFICATIONS		
Educated to degree standard or equivalent	Desirable	Application
EXPERIENCE & KNOWLEDGE		

Experience working with, or engaging, mosques, Islamic schools or other faith-based community institutions	Essential	Application & Interview
Experience in community fundraising, community engagement or a related supporter-facing role	Essential	Application & Interview
Experience supporting the delivery of fundraising appeals or campaigns (e.g. Ramadan, Qurbani, Emergency appeals)	Desirable	Application & Interview
Experience recruiting or supporting volunteers	Desirable	Application & Interview
Good knowledge of UK Muslim communities and mosque networks, including diaspora groups.	Essential	Application
Understanding of mosque governance structures and community decision-making processes	Essential	Application & Interview
Basic understanding of GDPR, Fundraising Regulator standards and safeguarding requirements	Desirable	Application
SKILLS & ABILITIES		
Strong interpersonal and relationship-building skills, with the confidence to engage imams, mosque committees and community leaders	Essential	Interview
Excellent written and verbal communication skills, including with diverse community audiences	Essential	Interview & Application
Good organisational skills, with the ability to manage multiple mosque relationships and activities at once	Essential	Interview
Ability to work flexibly at evenings and on weekends during peak campaign periods	Essential	Interview
Good attention to detail, particularly in record-keeping and reporting	Essential	Interview
Ability to travel nationally at short notice as required	Essential	Interview
COMMITMENTS & VALUES		
Commitment to Muslim Aid's mission, vision and values	Essential	Interview
Commitment to Muslim Aid's ethos and Islamic principles of giving (Zakat, Sadaqah, Waqf, Amanah)	Essential	Interview
Commitment to equality of opportunity and diversity	Essential	Interview
Commitment to Muslim Aid's Child and Vulnerable Adults Safeguarding Policy	Essential	Interview
Commitment to continuous professional development	Essential	Interview

CORE COMPETENCIES

Competency	Definition
Relationship Building	Builds and sustains trusted relationships with mosques, faith institutions and community leaders; turns relationships into engagement and income.
Communication	Listens actively and communicates respectfully and effectively with imams, mosque committees and diverse community audiences.
Cultural & Community Awareness	Understands the structures, sensitivities and dynamics of mosque and faith-based communities; engages appropriately and respectfully.
Organisation	Manages multiple mosque relationships and activities at once; keeps accurate records and follows through on commitments.
Initiative	Works proactively and flexibly, identifying opportunities to deepen mosque engagement without always needing direction.

Islamic Values in Practice	Embodies and communicates Muslim Aid’s Islamic ethos authentically; applies the principles of Zakat, Sadaqah and Amanah in community engagement.
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Muslim Aid is committed to the safeguarding and protection of children and vulnerable adults. All posts are subject to the relevant level of background check. Muslim Aid is an equal opportunities employer.