



CAMBRIDGE
CENTRAL MOSQUE

Admin Officer

Reports to: Admin & Systems Manager

Contract: 30 hours/week at £25,500 p/a pro rata (FTE £19,125 p/a)

Hours: Monday to Thursday, starting at 9:30am, for 7.5 hours + lunch

Hiring Process: Rolling applications

Key Skills

Organised – keep track of ongoing tasks, chase people, follow procedures and maintain records.

Detail oriented – notice issues and inconsistencies, and either correct them or make necessary adjustments.

Planning – schedule events or activities based on available resources, and appropriately plan and carry out required actions to avoid last-minute issues.

Communication – effectively communicate synchronously (e.g. meetings, calls) and asynchronously (e.g. messages, calendar invites).

Digital literacy – effectively utilise office software (e.g. spreadsheets, emails, calendars), and learn specific tools (e.g. website editors, booking systems).

Responsibilities

The focus of this role is the **admin / record keeping** requirements of the Mosque whilst **maintaining a presence at the reception**. This includes:

- All admin for services such as nikahs, shahadas, tours, and educational programs, as well as assisting with other admin tasks.
- Run any routine events or services that take place during working hours.
- Maintain a presence at reception, and answer public queries, whether in-person, on the phone or via email.
- Morning setup including donation stands and the exhibition.
- Manage volunteers, including onboarding and coordination.

There will need to be a willingness to help with other aspects, as well as make reasonable and temporary adjustments to hours where necessary.