



LIVERPOOL MUSLIM SOCIETY
 AL-RAHMA MOSQUE
 29-31 HATHERLEY STREET
 LIVERPOOL
 L8 2TJ

Vacancy - Liverpool Muslim Society

Title:	Chief Operating Officer (COO)
Type:	Full Time
Salary:	£25k - £40k
Location:	Al-Rahma Mosque, Liverpool, UK
Reporting to:	Chairman
Role Summary:	Lead LMS's Executive Team and Operational Planning.

About Liverpool Muslim Society

Liverpool Muslim Society (LMS) is the umbrella organisation of both Al-Rahma Mosque and Al-Rahma Madrasah. LMS was established in 1953 and was responsible for the construction of the Al-Rahma Mosque in 1974. LMS provides support to all members of the Muslim community and organises activities that appeal to the diverse body of members and the wider community.

Vision: To promote - Firm Faith, community cohesion, and beneficial knowledge.

Mission: To continue the message of Islam (Dawah) through:

- Beneficial services to support the needs of our community.
- Spreading useful and beneficial knowledge to educate our community.
- Supporting community growth and development (building competent and capable communities).
- Inspiring charitable work with Ehsan (excellence).

Aims

- Improve and build on LMS's **financial sustainability**.
- Provide services to our Muslim community equally, regardless of race, age or gender.
- Provide services that fall within the **vision and mission** statement.
- Work toward the establishment of **Educational Institutes with Islamic Ethos** (Primary, secondary, and higher education).
- Work with the wider community on **Dawah and Charity work** to tackle **Islamophobia** and to spread **community cohesion**.

The Ideal Candidate

We are looking for a 'Doer' who believes in Excellence as a benchmark to work quality. The role as Chief Operating Officer (COO) is a vital position to the charity's growth and stability. The COO will be responsible for LMS's annual operational planning, ensuring its implementation with excellence. The COO is a key member of the LMS senior management team, reporting to the Chair of the Board of Trustees. This role will be LMS's second-in-command and be responsible for the financial well-being of the charity, fundraising strategy, and day-to-day operational excellence across the charity. With a team including Financial Committee, Educational Committee, Property Committee, IT and HR, the role requires an experienced and effective leader, with outstanding people management ability, able to lead across both operational and strategic spheres. The overarching purpose of the COO position is to work with the Board of Trustees on defining the financial and operational strategy of LMS, and then to implement it, thereby enabling the charity to deliver its charitable aims and objectives.

Duties, responsibilities, and candidate requirements

Duties and Responsibilities	
<ul style="list-style-type: none"> ● Work to ensure the best possible operating position for LMS and managing the day-to-day running of LMS. ● Lead on charity's development and operational strategy. ● Lead on an annual fundraising strategy. ● Ensure that the Mosque and LMS's properties - are models of operational excellence, providing inspirational experiences and delivering our charitable objects. ● Act as a senior member of the LMS Team, contributing to the development of the charity's strategy for achieving its charitable objects, and helping to foster the unique spirit and ethos of LMS. ● Line-manage the charity's employees. ● Work on strategic and tactical issues facing the charity, alongside the Chairman and the other members of the Board of Trustees. ● Lead the charity's policy and practice on the identification and management of risk and ensure its compliance with statutory and other regulations. 	
Character and Competencies	
<ul style="list-style-type: none"> ● Able to think strategically, with creativity grounded in pragmatism. ● Strong organisational skills combined with excellent emotional intelligence to achieve goals through consensus. ● Clarity of vision regarding the big picture and organisational objectives. ● Good team leader and member. ● Verbal and numerical analysis and presentational skills, with the ability to reach incisive and grounded conclusions in excellent written and spoken English. ● Attention to details balanced with pragmatism. ● Sound judgment. ● Capable of learning and applying LMS's ethos and style. ● Driven, energetic and energising in personal style. 	<p style="text-align: center;">CV Interview</p>

Knowledge and Qualifications	
<ul style="list-style-type: none"> ● Bachelor's degree in Business Administration or a relevant degree. ● In-depth understanding of charity and community work. ● Knowledge of accounting, financial analysis, and data analysis. ● Outstanding written and oral communication skills. ● Knowledge of strategic planning and business development. ● Experience in budgeting and fundraising. 	Interview CV
Work Experience	
<ul style="list-style-type: none"> ● Proven experience of identifying strategic operational issues in organisations and successfully addressing them. ● Demonstrable experience of fundraising and securing funds. ● Responsibility for and success in conducting contractual negotiations. ● Experience of identifying and implementing business change. ● Proven excellence in management of a dispersed operational staff, leading and supporting them to achieve agreed goals. ● Proven experience as COO or a relevant role. ● Understanding of business functions such as HR, Finance, IT etc. ● Demonstrable competency in strategic planning and business development. ● Outstanding organisational and leadership abilities. ● Excellent interpersonal and public speaking skills. ● Aptitude in decision-making and problem-solving. ● Experience in Not for Profit / Charity Sector. 	Interview CV
Application Procedure	
<ul style="list-style-type: none"> ● Covering Letter ● Email CV to jobs@liverpoolmuslimsociety.org.uk ● Interview ● References 	
Contact Information:	
<p>Apply Online: https://www.liverpoolmuslimsociety.org.uk/jobs/ Email: jobs@liverpoolmuslimsociety.org.uk</p>	

Deadline: 4th November 2022