

# Job Vacancies

Karimia Institute, 512-514 Berridge Road West. Nottingham. NG7 5JU



## Community Projects Coordinator

**Employer:** Karimia Institute  
**Initially one year contract:** £17-20k p.a.  
**Hours of Work:** 40 hours per week  
**Location:** Nottingham

The Mosque Support Service Programme has been developed in association with Nottingham City Council and we are looking to recruit a person to coordinate the programme. There are 3 aspects to this project:

- Support Nottingham Mosques in relation to teaching young people and deliver training for Imams and other teachers.
- Provide training to support the governance of Nottingham mosques; Health & Safety, duty training, CRB checks child protection, and equal opportunities policy, as required.
- Introduce Media training for Mosques, how to organise Mosque open days and producing a directory of Mosques.

## Radio Dawn Station Manager

**Employer:** Karimia Institute  
**Initially one year contract:** upto £22k p.a.  
**Hours of Work:** 40 hours per week  
**Location:** Nottingham

Radio Dawn requires an experienced individual with vision, passion and a proven track record of Islamic affairs and dawah. You will need to have excellent people and team leadership skills, great energy and drive, and experience in public speaking and a passion to develop excellent Islamic radio programmes and presentations.

The successful candidate will be part of Karimia institute seeking to promote moral, social and spiritual education through the peaceful message of Islam.

Applicants must have at least 2 years relevant work experience. Apply in writing with CV and completed application form, available from [www.radiodawn.com](http://www.radiodawn.com)

## Projects Development Officer

**Employer:** Karimia Institute  
**Initially one year contract:** £17.5-20.5k p.a.  
**Hours of Work:** 40 hours per week  
**Location:** Nottingham

Responsible for the effective coordination of the setting up of this project in partnership with Muslim Hands and Catch22, you'll establish and set up a volunteer recruitment campaign in four/five cities. As well as organise training for youth volunteers. You'll service and support this delivery and provide monitoring reports to the director of Karimia Institute.

We're looking for a competent project officer with a background in setting up community projects and a commitment to capacity building in Muslim communities. You will have practical experience of coordinating new projects, knowledge of the needs of Muslim young people. For successful applicant will establish this project and help to develop other projects at Karimia Institute.

**These posts may require some out-of-hours working & travel around Nottingham**

**For further details contact Ajaz at [ajaz@karimia.co.uk](mailto:ajaz@karimia.co.uk) or call 0115 8415 806**

**Closing date: Friday 30<sup>th</sup> October 2009. Applicants will be shortlisted and Interviews will be held in November 2009**