



<b>Job Title</b>	<p style="text-align: center;"><b>Stewards, Prayer Steward Team</b></p>
<b>Key Responsibilities</b>	<p>Organising the mosque before/during/after prayers. Each volunteer will be allocated one specific set of duties from the below:</p> <p>Inside duties:</p> <ul style="list-style-type: none"> <li>○ preparing all prayer areas to maximise capacity (Main Hall, Mezzanine level, Side room, Marquee)</li> <li>○ Directing people to close all gaps in rows to facilitate more space</li> <li>○ Adjusting size of women prayer space to accommodate numbers</li> <li>○ Help answer questions/queries</li> <li>○ Collecting donations via buckets and electronic devices</li> <li>○ Placing prayer mats outside by marquee area to expand prayer space when needed and suitable (weather permitting) and putting away after use</li> </ul> <p>Outside duties:</p> <ul style="list-style-type: none"> <li>○ Managing the mosque car park gate and parking for entry and exit of disabled with walking difficulties/elderly drivers/passengers</li> <li>○ Directing people to park at our designated car park when available and opening/closing the gate before/after prayers. Also manning the gate to ensure only our congregation are using our car park</li> <li>○ Directing people to park on nearby roads, helping/encouraging people to park appropriately, if car park is not available</li> </ul> <p>In the case of a fire or emergency, directing people to the nearest exits, calling emergency services, using defibrillator</p>
<b>Time commitment</b>	<p>Variable:            Fridays Winter 1<sup>st</sup> salah: 11:55-12:55 &amp;/or 2<sup>nd</sup> salah 12:45-13:45            Fridays Summer 1<sup>st</sup> salah 12:55-13:55 &amp;/or 2<sup>nd</sup> salah 13:45-14:45</p> <p>Choose the Fridays you can support; we have a dynamic spreadsheet you can put your name down for the days/slots you can attend</p> <p>Ramadan Daily in the evenings for Taraweeh, choose the days you can support</p> <p>Eid Day Different slots from early morning till afternoon, choose the slots you can support</p>

<b>Required/Desired Skills &amp; Qualifications</b>	<ul style="list-style-type: none"><li>○ Excellent communication and organizational skills</li><li>○ Strong interpersonal and problem-solving abilities</li><li>○ Highly responsible &amp; reliable</li><li>○ Ability to work well under pressure in a fast-paced environment</li><li>○ Ability to focus attention on congregations needs, always remaining calm and courteous</li><li>○ AEC will provide a free DBS certificate (essential)</li></ul>
<b>Requestor's name</b>	<b>Ahmed Rawi, Al-Emaan Centre Salah Stewards Lead</b> <a href="mailto:Ahmed.Rawi@al-emaan.org.uk">Ahmed.Rawi@al-emaan.org.uk</a>