



JOB DESCRIPTION AND PERSONAL SPECIFICATION

Role Title:

Head of Youth and Education Services

Reports to:

The Chief Executive Officer for supervision and management

Salary band

The salary is £35,00 to £40,000 depending upon experience

Working Days/Hours

The contract is for five days per week, within the core hours of 9.00 am to 5.00 pm Monday to Friday.

BMHC is a charitable organisation and often has meetings and events during unsocial hours (evening and weekends). Therefore, the post holder is expected to occasionally work outside the core hours.

Main contacts

- Chair of BMHC
- Chair of the Education Committee
- Chief Executive Officer
- BMHC Volunteers, Staff including Senior Management Team

Location:

British Muslim Heritage Centre,
Whalley Range,
Manchester, M168BP

Introduction to BMHC:

The British Muslim Heritage Centre (BMHC) plays a pivotal role in developing and supporting the Muslim and wider communities.

The centre is a vibrant hub that serves a diverse and inclusive community. We provide a range of Programmes and services that promote education, personal development, and community engagement. Our mission is to empower individuals, foster community cohesion, and support the next generation in achieving their potential.



Job Purpose

The Education and Youth Services Manager will be responsible for developing, implementing, and overseeing Programmes that address the educational and recreational needs of children, young people, and families within the community. This role requires a dynamic individual with strong leadership skills, a passion for youth development, and the ability to build relationships with stakeholders to ensure the success of our initiatives.

Duties & Responsibilities

Program Development and Management

- Design and deliver innovative educational and youth Programmes, including after-school activities, workshops, mentoring schemes, and recreational events.
- Oversee ongoing Programmes such as Heritage Academy, GCSE Religious Studies, Homeschooling Club, Winter and Summer Kids Club, Tuition Centre, Hifdh Programmes, Women's Quran classes.
- Monitor and evaluate the effectiveness of Programmes, making improvements where necessary.
- To create an inclusive and learning environment where everyone can benefit.

Youth Engagement

- To oversee the BMHC youth services, including youth clubs, taekwondo, boys football, squash etc
- Serve as a positive role model, inspiring and motivating young people to participate in activities that build confidence, skills, and self-esteem.
- Develop strategies to engage youth from diverse backgrounds, ensuring inclusivity and accessibility.
- School visits to showcase our 'House of Wisdom'

Team Leadership

- Responsibility for all education staff - recruit, train, and manage a team of staff and volunteers, providing clear guidance and support.
- Foster a collaborative and supportive environment, ensuring all team members are aligned with the centre's mission and values.

Community Outreach and Partnerships

- Build and maintain relationships with schools, local organizations, and other stakeholders to create partnerships that enhance services.
- Represent the centre at community events and forums, advocating for the needs of young people.



Administration and Compliance

- Prepare reports, maintain budgets, and ensure compliance with safeguarding policies and other legal requirements.
- Ensure all Programmes meet health and safety standards and other regulatory guidelines.
- Provide administration support to the Education Committee, prepare notes of the meeting, action plans and reports including reports for the CEO, as and when required.
- To explore opportunities for Funding and partnerships.

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by the CEO and the Chair of BMHC.
- To be familiar with and comply with all BMHC and procedures, protocols and guidelines.
- To be aware of and work towards the BMHC strategic vision and goals.

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Degree or equivalent 	<ul style="list-style-type: none"> • Bachelor's degree in Education, Youth Work, Social Work, or a related field. • Experience working in a community centre or similar setting. • Teaching qualification. • Project Management certification. • Youth management qualification.



Experience and Knowledge	<ul style="list-style-type: none"> • Proven experience in managing educational or youth-focused Programmes. • Experience of recruiting, managing and developing staff 	<ul style="list-style-type: none"> • Project management experience • Experience of training teachers • Experience developing structured learning plans for young people
	<ul style="list-style-type: none"> • Experience of working with the young • Experience of delivering projects • Management experience • Sound knowledge of word processing packages including Word, Excel, PowerPoint, Outlook (email) 	<ul style="list-style-type: none"> • Good knowledge and understanding of issues effecting the Muslim community and youth in the UK • Sports coaching qualifications (levels 1 & 2) • Familiarity with funding applications and managing budgets. • Marketing experience (social media) • Experience in making grant applications

Skills and Abilities	<ul style="list-style-type: none"> • Ability to work with people at all levels • Ability to build relationships with a variety of stakeholders. • Excellent people management and motivation skills. • Organizational and project management skills, with the ability to prioritize tasks and meet deadlines. • Ability to work on own initiative without close supervision. • Be able to work calmly whilst under pressure • Strong IT skills, including Microsoft office packages • Respect the Islamic ethos of the BMHC. • Excellent organisational skills • Ability to adapt to changing needs and environments. • A team player with a positive and proactive attitude. • Excellent written and verbal communication and interpersonal skills • A strong understanding of the Islamic faith 	<ul style="list-style-type: none"> • Creativity and innovation in designing Programmes and solving challenges. • Able to deal with difficult situations and individuals at all levels • Good facilitation skills
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willing to carry out all duties and responsibilities of the post 	<ul style="list-style-type: none"> • Use of a car or access to a means of mobility to travel across the Greater Manchester and region, if required.



To Apply:

- Email a cover letter and CV to info@bmhc.org.uk
- Please detail your current salary and why you are applying for this role