



Candidate Information for the role of Convert Care Officer

The Convert Care Officer serves as a vital bridge between the Muslim community and those interested in or new to Islam. This role combines pastoral care for new Muslims with educational outreach to the wider community, fostering understanding and supporting individuals on their spiritual journey.

About the East London Mosque Trust (ELMT)

The East London Mosque & London Muslim Centre is one of the UK's most prominent and dynamic Islamic institutions, serving London's largest and most diverse Muslim community since 1910. Our institution offers world-class prayer facilities, educational programmes, including two Ofsted-rated 'Good' schools and an evening supplementary school, comprehensive social welfare services and outreach. We also provide a dedicated hub to support the needs of women through the Maryam Centre. Anchored by our guiding mission to Serve, Educate, Inspire, we continuously strengthen our impact through community engagement, interfaith partnership, and innovative initiatives.

Working in this 'House of Allah' is a profound blessing; it gives an opportunity for personal growth while witnessing first-hand the positive impact of the many beneficial services we deliver.

Our mission is to serve, educate and inspire through faith and action.

Our vision is to see a world of God consciousness, respect, dignity and justice.



Job Description for the role of Convert Care Officer

Job title:	Convert Care Officer
Salary:	£26,918.06 per hour (D2 on ELMT pay scale) pro rated £17,945.37
Contract:	Part time, Permanent Contract, 25 hours per week
Responsible to:	Projects & Engagement Officer

New Muslim Support

- Provide one-on-one guidance and emotional support to new Muslims during their transition period
- Facilitate educational programmes specifically designed for new converts, covering Islamic basics, prayer, and daily practices
- Create and maintain support networks connecting new Muslims with experienced members of the community
- Organise regular social gatherings and events to help new Muslims integrate into the community

Community Outreach

- Design and implement educational programmes about Islam for non-Muslim visitors and interested individuals
- Respond to inquiries about Islam from the general public with knowledge, patience, and cultural sensitivity
- Maintain a welcoming environment at the mosque for visitors of all backgrounds

Programme Development

- Create and maintain educational materials and resources for both new Muslims and those interested in learning about Islam
- Track and evaluate programme effectiveness through participant feedback and measurable outcomes
- Collaborate with other mosque staff to ensure comprehensive support for new community members

General

The East London Mosque Trust is an organisation that seeks to set the highest standards, and thrives through the 'added value' brought by employees and volunteers.

- Work flexibly and undertake other reasonable duties as agreed with the line manager.
- Participate in team meetings, supervision, training and professional development activities.
- Ensure safeguarding policies and procedures are followed at all times.
- Promote equality, inclusivity, and uphold the values and reputation of ELMT.
- Support projects and events of the ELMT as and when required.



THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW, AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE ORGANISATION.

Person Specification for the role of Convert Care Officer

Candidates must demonstrate evidence of all the essential criteria in the application form and interview.

1	Skills and Experience	
1.1	Deep understanding of Islamic teachings and practices	E
1.2	Previous experience working with converts to Islam	D
1.3	Strong interpersonal skills and emotional intelligence	E
1.4	Excellent communication abilities in both written and verbal forms	E
1.5	Cultural sensitivity and ability to work with diverse populations	E
1.6	Proficiency in Microsoft Office and social media platforms	E
1.7	Proficient in use of computers for word-processing, email, internet, etc.	E
1.8	Multilingual capabilities	D
1.9	Experience in counselling or pastoral care	D
1.10	Project management experience	D
2	Personal Qualities	
2.1	Empathetic and patient approach to supporting individuals	E
2.2	Ability to maintain confidentiality and professional boundaries	E
2.3	Strong organisational and time management skills	E
2.4	Flexible and adaptable to changing community needs	E
2.5	Commitment to inclusive and respectful community building	E
3	Equality and Diversity	
3.1	Commitment to equality and diversity	E
4	Education and Training	
4.1	Degree in Islamic Studies, Religious Studies, or related field	E
4.2	Sound knowledge of Qur'an, Hadith and the Sunnah and their application	D
5	Other	
5.1	Must be a permanent resident in the UK without restriction on employment	E
5.2	DBS Clearance: A current, enhanced Disclosure and Barring Service (DBS) check to ensure suitability for working with children	D

E – Essential D – Desirable