



EOI and Position description *Imam (Religious Leader)*

UMMA Centre, Doncaster East, Melbourne, Victoria

www.umma.org.au
info@umma.org.au

OCT 2025

ABOUT UMMA CENTRE

UMMA Centre has been a vibrant and growing Muslim community in Melbourne's East since its establishment in 1985. It has become a spiritual home to a diverse congregation, with roots extending across South Asia and the Middle East.

Our mission is to nurture a strong, connected and spiritually enriched community. We strive for this by offering religious and educational programs, youth-focused initiatives and a welcoming space for social connection. We are deeply committed to meaningful engagement, guided by the values of unity, compassion and service.

As we look to the future, we remain committed to strengthening UMMA Centre by InshAllah expanding our offerings and developing our facilities through our major projects to service our community. It is our hope to continue providing a space of spiritual nourishment and togetherness, where hearts find peace and connections flourish, for generations to come, Ameen.



POSITION OVERVIEW

IMAM

(RELIGIOUS LEADER)

- **Location:** UMMA Centre, Doncaster East, Melbourne, Victoria
- Employment type:** Full-time or part-time (negotiable subject to circumstances)
- Salary:** Commensurate with experience and qualifications



UMMA Centre is seeking a dedicated and proactive Imam committed to serving the community with compassion, leadership, and integrity. The role involves providing religious, spiritual, educational, and community guidance in accordance with the Quran and the example of Prophet Muhammad (peace and blessings be upon him), while striving for the UMMA community to seek excellence.

Reporting to the Chairman and Executive Committee, the Imam will collaborate with our religious support team, including fellow Imams, Dawah leads, and youth coordinators, to develop inclusive programs for the community. For this role, an understanding of the Muslims living in Australia (or Muslims living in the West) is ideal.

ESSENTIAL REQUIREMENTS

Experience and Education

- Minimum 3 years' experience as an Imam or Assistant Imam.
- Qualification from a traditionally recognised institution or having recognition from traditional scholars.
- Further qualifications that can benefit the community such as in counselling, psychology, conflict resolution as an example, are highly desirable.

Religious Knowledge and Skills

- Adhere to the principles of Ahl-us-sunnah Wal-jama'a.
- Comprehensive understanding of Qur'an, Sunnah, Fiqh and Aqeedah.
- Understanding and tolerance of main schools of Islamic jurisprudence while adhering to one madhab.
- Proficient Qur'an recitation with Tajweed; memorisation of at least 2 Juzz.
- Ability to teach Qur'an and Islamic principles with a guiding approach.

Communication and Outreach

- Fluent in English and Arabic (spoken and written).
- Demonstrated ability to engage with Muslims, non-Muslims, and communities from diverse backgrounds.
- Ability to support community based and outreach programs such as Mosque Open day and cater for school tours and interfaith engagement is highly desirable.
- Support and present educational and masjid related initiatives on UMMA approved online media platforms.

Community engagement

- Proven ability to connect with youth, with a focus on their wellbeing and spiritual growth.
- Committed to developing and leading youth programs
- Demonstrated ability in conflict resolution and consensus building.

Personal Qualities

- High moral character and ability to lead by example by following the Sunnah and avoidance of any bid'ah.
- Approach community members with compassion, cultural and emotional awareness.

ESSENTIAL RESPONSIBILITIES

Spiritual Leadership

- Lead daily prayers at a minimum of 3 days per week based on a rostered daily schedule, in coordination with the fellow Imam and Mu'adhin (with preference to Maghrib, Isha and some Fajr prayers).
- Lead Salat al Jumu'ah and Salat Al Eid prayers, ensuring a component of the talk is in English.

Outreach and Nurturing

- Maintain a presence in the masjid for a minimum of 20 hours weekly (up to 38 hours if available per week) to meet community needs and deliver structured education programs.
- Offer Tarbiyah and spiritual support to the community, including sisters, youth, and families, addressing contemporary challenges through Qur'anic and Prophetic guidance.
- Support and participation in community related significant events, marriages, janaza and birth and education related milestone accomplishments.
- Collaborate with the UMMA team to design and implement youth-centric programs rooted in Islamic values.
- Conduct regular lessons in Islamic sciences for the community across Hadith, Seerah, Fiqh or other topics.

Excellence and Service

- Uphold the spirit of Shūrā (consultation) and cooperation with fellow Imams, Da'wah leads, and UMMA team members.
- Engage in interfaith dialogue and public outreach to foster understanding and dispel misconceptions about Islam is highly desirable.
- Serve as a religious advisor to the masjid management committee on spiritual, communal, and operational matters, including support for fundraising efforts for masjid redevelopment.
- Provide spiritual guidance and community education during Ramadan, Hajj, and other significant Islamic occasions.

APPLICATION PROCESS

Working at UMMA Centre

This is a unique opportunity to join a proactive and unified community that values education and care for the broader Muslim community. The Imam will be supported by a dedicated team and have access to UMMA Centre's resources, including administration team, a large multi-purpose hall, dedication office, functional youth teams and support for digital enablement.

We offer a supportive working environment, competitive remuneration, and the chance to make a meaningful impact on the lives of community members.

How to Apply

- Please visit the following link: <https://www.umma.org.au/careers/Imam>
 - Provide a written Cover Letter
 - Attach your CV in either .docx or .pdf format
 - You may also include links to any relevant online materials (e.g. recorded lectures, community work, publications).
 - Requests for at least 2 referees will be made after progression.
 - For any further details or questions please contact Amad Kazi: chairman@umma.org.au
-

Process steps

1. Please submit your EOI prior to 25th of November 2025.
2. A confirmation email will be sent once your EOI has been received.
3. Shortlisted applicants will be invited to an interview process.
4. An offer letter with contractual arrangement will be provided to complete the process.



UMMA CENTRE

WWW.UMMA.ORG.AU
INFO@UMMA.ORG.AU
72 GEORGE ST, DONCASTER EAST

