



Job Description: Almanaar Amsha & Mohammed Funeral Service Manager

Job Title: Almanaar Amsha & Mohammed Funeral Service Manager

Reports to: CEO and Centre Manager

Responsible for: Funeral Service staff and volunteers

Salary: Subject to Experience

Contract: Two Years Fixed Term

Job Purpose

The Funeral Service Manager will oversee the development and delivery of compassionate and efficient Islamic funeral services in accordance with Qur'an and Sunnah. The role involves providing Islamic guidance to bereaved families, leading Janazah prayers, supporting ghusl (ritual washing) and kafan (shrouding), managing staff and volunteers, and liaising with statutory bodies, cemeteries, and partner organisations. The post holder will also ensure compliance with all legal and administrative requirements, and oversee financial and operational management of the funeral service.

Key Responsibilities

Religious and Pastoral Duties

- Provide Islamic advice, guidance, and reassurance to bereaved families in line with Shariah and local community practice.
- Organise and lead Janazah (funeral) prayers and support the performance of Islamic rites including ghusl (washing) and kafan (shrouding).
- Offer pastoral care, emotional support, and dua to families at times of bereavement.
- Ensure all services are carried out with dignity, respect, and cultural sensitivity.

Service Management

- Coordinate funeral arrangements from first contact to burial, ensuring timely burial in accordance with Islamic practice.
- Ensure all legal documentation is processed correctly, including liaising with hospitals, coroners, registrars, the Police and GPs for death certificates and post-mortem paperwork.
- Liaise with cemeteries and burial grounds to arrange burials in designated Muslim sections.
- Oversee transportation of the deceased, including repatriation arrangements if required.

Staff and Volunteer Management

- Recruit, train, supervise, and support staff and volunteers in funeral duties, including ghusl, shrouding, and cemetery arrangements.
- Deliver training on Islamic funeral rites and community protocols to staff and volunteers.

- Develop rotas, allocate duties, and ensure quality standards are met.

Liaison and Partnerships

- Build and maintain strong relationships with statutory bodies (e.g., local authorities, hospitals, coroners, registrars).
- Represent the Centre in wider community and interfaith networks where appropriate.
- Collaborate with community leaders, Imams, and partner organisations to ensure consistent Islamic funeral provision.

Administration and Finance

- Manage funeral service budgets, accounts, and financial records.
 - Maintain accurate records of services provided, families supported, and burials conducted.
 - Produce reports and contribute to strategic planning for the Centre's funeral services.
 - Ensure compliance with all relevant laws, health and safety, and safeguarding requirements.
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Person Specification: Muslim Funeral Service Manager

Essential Criteria

- Strong knowledge and understanding of Islamic funeral rites and Shariah-compliant practices (ghusl, kafan, Janazah, burial).
- Ability to provide Islamic guidance and lead Janazah prayers.
- Experience supporting bereaved families with compassion, sensitivity, and pastoral care.
- Demonstrated experience in managing staff and volunteers.
- Strong communication and interpersonal skills, with the ability to deal sensitively with grieving families.
- Experience liaising with statutory bodies (registrars, hospitals, coroners) and cemeteries.
- Excellent organisational and administrative skills, with attention to detail in legal and compliance paperwork.
- Financial management experience, including budgeting and record-keeping.
- Flexibility to work evenings, weekends, and be on-call for urgent funeral arrangements.
- Commitment to upholding Islamic values, confidentiality, and dignity of the deceased.
- Full UK driving licence and ability to travel at short notice.
- Ability to communicate in Arabic and English

Desirable Criteria

- Ijaza/recognised qualification in Islamic studies or Shariah.
- Experience delivering training on Islamic funeral rites.
- Knowledge of safeguarding principles and bereavement care.