

Post: International Programmes Officer

Status: Full-Time (based at the Head Office in Bolton, with extended periods abroad)

Hours: 40 hours/week

Responsible to: Relief and Development Manager

Salary: Negotiable (depending on experience)

Ummah Welfare Trust (UWT) is one of the largest Muslim charities in the UK. The charity operates in 21 countries around the world, alleviating poverty and suffering where it can.

To continue fulfilling this commitment, Ummah Welfare Trust requires a Field Officer who will assist in developing and strengthening the charity's humanitarian operations worldwide.

You will focus on helping Ummah Welfare Trust meet the needs of disadvantaged communities in the developing world. You will work to deliver medium to long-term relief solutions in areas of education, WASH, healthcare and disaster response, alongside establishing regional field offices.

1. PROJECT MANAGEMENT

- Assessing situations and carrying out needs-assessment surveys by working closely with staff and partner organisations.
- Managing and overseeing regular development projects i.e. water, medical, educational, orphans' programmes, widow programmes.
- Developing relationships with partner organisations in the field and encouraging capacity building;
- Working with partners and locals to ensure projects are managed appropriately.
- Communicating effectively with relevant internal and external stakeholders including volunteers, clients and partners.
- Carrying out monitoring and evaluation of projects.
- Assist in the setting up of field offices and recruitment of staff.

2. EMERGENCY RESPONSE

- Rapidly assessing emergency situations; working closely with partner organisations, field offices and other relevant agencies.
- Undertaking rapid assessments of needs and developing appropriate delivery plans for the emergency aid
- Managing the implementation of emergency activities and monitoring their effectiveness.
- Overseeing security procedures to ensure safety of one self and other staff working in potentially unstable conditions, including conflict zones.
- Producing response reports, recommendations and proposals for emergency interventions.
- Producing funding proposals, budget reports.
- Collating and preparing feedback including producing photos and videos for PR purposes.

3. GENERAL MANAGEMENT

- Communicating with the relief and development manager about progress of projects, issues, etc.
- Managing budgets and allocating resources.
- Monitoring objectives set by the Head Office and providing feedback on progress.
- Day to day administration.
- Understanding of financial accounts.

4. PERSON SPECIFICATION

- Proven track record of project management including managing staff.
- Proven ability to write reports including analytical reports.
- Ability to conduct assessments and writing assessment reports.
- Experience of monitoring and evaluating projects and programmes.
- Ability to negotiate with and liaising with public bodies, other non-governmental organisations (NGOs) and the local communities.
- Ability to develop and maintain excellent working relationships with groups, individuals and organisations with differing perspectives and agendas.
- Experience of planning, developing and managing multiple projects / programmes.
- Experience of managing budgets.
- Proven ability to managing relevant teams.
- Experience of working to tight deadlines and being flexible and adaptable.
- Excellent communication and report writing skills.
- Must be fit and healthy and have the endurance to work long hours and manage long distance travel and time away from home.
- Must have commitment and understanding to the charity's mission and values and be able to incorporate this into the work.

5. DESIRABLE

- Bachelor degree or equivalent professional qualifications.
- Experience of working in the charity sector.
- Ability to speak Arabic, Urdu.
- Knowledge of different cultures and countries.
- Ability to operate a camera to take photos and videos.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org. You can also email for further information.

For and informal chat about the role contact Shoyeb Adat (Relief & Development Manager) on 01204 661040

The closing date for applications is 30th November 2018, although the position may close sooner if the right candidate is found.