

# Job Description

Ummah Welfare Trust | +44 (0)1204 383 732



Reg. Charity No. 1000851

- Post:** Fundraising and Engagement Officer (Glasgow)
- Status:** Part-time, 24 hours a week (based at PR/Fundraising office in Glasgow)
- Responsible to:** PR Manager for Scotland
- Salary:** Negotiable dependent upon experience

## Main Duties of the Position

- Further build, maintain and manage the reputation of Ummah Welfare Trust,
- Fulfill its aims and objectives as a charitable organisation,
- Promote good relations with masjids, funding institutions, partner organisations, donors and the community in general
- Increase the Trusts income/donations, sponsorships and mailing list.
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## Principal Duties and Responsibilities

- To initiate and plan PR and fundraising events with the support of the regional fundraising team;
- To utilise efficiently and effectively the fundraising team and volunteers for any special and/or fundraising event or programmes.
- To coordinate and administer UWT stalls at events and exhibitions;
- To carry out the administrative duties of fundraising
- To maintain volunteers team and help recruit new volunteers
- To maintain and further develop relationships with organisations/institutions and community groups (including masjids);
- To organise and participate in masjids collections for Ramadan and throughout the year;
- To distribute appeal leaflets outside masjids and events to create awareness and to put posters up at shops and Masjids.
- To speak in public and represent the charity at relevant events, presentations and meetings when necessary.
- To maintain continual liaison with the PR/Fundraising Manager and provide any required analysis or reports;
- To carry out any other duties as required with the nature of the business and position.

**You will be required to work in a manner that is polite and courteous with all involved in your daily tasks. To work effectively and efficiently, recognising priorities, ensuring all follow-up actions are completed within an acceptable time.**

## Qualifications & Experience

- Islamic Studies graduate (desirable)
- Ability to speak publicly (necessary)
- Organisational and basic IT skills (necessary)
- Ability to lead and motivate team of volunteers (necessary)
- Knowledge of Urdu & Arabic (desirable)
- Time management & Communication skills (necessary)
- Be able to work flexible hours according to the need (necessary)
- UK driving license and car (desirable)

To apply for this role, please email your **CV and Covering Letter** to Shehzad Azam at [shehzad@uwt.org](mailto:shehzad@uwt.org). You can also email for further information. The successful applicant will be required to undertake a standard Disclosure and Barring Service (DBS) check.