

# Job Description

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



Reg. Charity No. 1000851

**Post:** IT Project Manager

**Status:** Full-Time (based at the Head Office in Bolton)

**Hours:** 40 hours/week

**Responsible to:** Trustees

**Salary:** Negotiable (depending on experience)

Ummah Welfare Trust is looking for a qualified IT project manager to join our team. You will be responsible for the day-to-day management and smooth operation of various IT projects, including software projects, third party solutions, web applications and out-sourced project management.

You should be an IT professional with an in-depth understanding of how technology software can help achieve business goals. You should have project management experience and be proficient in Prince2 and Agile. You should be methodical and have excellent time management skills.

As an IT project manager, you should also use your communication skills to collaborate effectively with various teams. Ultimately, you should be able to manage and deliver our projects' within quality, time and budget requirements.

## RESPONSIBILITIES

- Assess and be able to replace or complement existing deployed technology at Ummah Welfare Trust.
- Provide end-to-end project management.
- Scope project requirements and prepare budget.
- Develop a detailed project plan and monitor progress.
- Collaborate with internal teams to design, develop and implement IT projects.
- Deliver projects on time ensuring quality standards are met.
- Develop support documentation including risk logs and requirement specifications.
- Communicate with the team and ensure all members are on board with delegated tasks.
- Highlight potential risks or malfunctions and act proactively to resolve issues.
- Seek opportunities for improvement and suggest new projects.

## REQUIREMENTS

- Proven work experience as an IT project manager.
- Hands on experience with project management software, like MS Project and AtTask.
- Familiarity with Content Management systems and HTML/CSS.
- Prince2 or Agile qualifications would be desirable.
- Experience of running multiple projects with an ability to prioritise workload.
- Solid IT background with an ability to address accessibility and compatibility issues.
- Experience of being involved in complex projects or change programmes.
- Excellent organization and time management skills.
- Communication and team management skills.
- Relevant qualifications up to Degree standard.

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

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