

# Job Description

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



Reg. Charity No. 1000851

<b>Post</b>	<b>Fundraising and Administrative Assistant</b>
<b>Status</b>	Part-Time (based at the charity office in Aston, Birmingham)
<b>Hours</b>	Part-time/Full-time available
<b>Responsible to</b>	Community and Fundraising Manager for the Midlands
<b>Salary</b>	National Living Wage

## JOB PURPOSE

Ummah Welfare Trust is one of the largest Muslim charities in the UK. In response to the continued growth, the charity is looking to hire an enthusiastic and hardworking fundraising and administrative assistant for its fundraising team in the Midlands.

The fundraising and administrative assistant will play a key role in managing the administrative operations of the office, providing support to fundraising representatives, carrying out day-to-day operational activities to maintain and build the reputation of Ummah Welfare Trust and fulfil its aims and objectives as a charitable organization.

## MAIN DUTIES

- Manage and co-ordinate day-to-day activities of the office.
- Attend to donors' needs and process donations.
- Carry out administrative duties of fundraising.
- Promote good relations with mosques, funding institutions, partner organisations, donors and the community in general.
- Carry out weekly banking tasks and manage fundraising/banking material.
- Assist the fundraising team in planning events.
- Help build a strong volunteers network and utilise volunteers for events and tasks.
- Co-ordinate and administer Ummah Welfare Trust's stalls at events and exhibitions.
- Organise and participate in mosque collections.
- Distribute promotional material.
- Maintain continual liaison with the PR Manager and provide required support.
- Carry out any other duties as required within the nature of the charity and position and as directed by management.
- Help to ensure that housekeeping, health and safety checks as well as procedures laid down are carried out.

## PERSON SPECIFICATION

- Excellent organisational, interpersonal and communications skills
- Self-motivated, able to work on own initiative and trustworthy.
- To have a flexible approach to work and be able to work as a team player
- Sympathetic to the aims and objectives of the Trust.
- Strong IT skills using excel, word etc.
- Experience of working in voluntary/charitable sector.
- Good command of verbal and written English
- Experience of office administration.

To apply for this role, 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 **Friday 28<sup>th</sup> February 2019** although the position may close sooner if the right candidate is found.