

Job Description

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



Reg. Charity No. 1000851

Post	Regional Projects Assistant
Status	Full-time (based at the head office in Bolton)
Hours	37.5 hours/week
Responsible to	Regional Projects Manager
Salary	£17,499 - £19,600 (depending on experience)

JOB PURPOSE

As a member of the Regional Team you will undertake project monitoring and administrative services to ensure quality and consistency in Ummah Welfare Trust's delivery of humanitarian relief and aid work. You will be working closely with the Regional Manager and the Regional Officer as well as field teams and Partner Organisations to ensure consistent and uninterrupted service delivery.

MAIN DUTIES

- To provide comprehensive administrative support to the regional projects team.
- To support the regional team in processing project funding applications in line with Ummah Welfare Trust's criteria and requirements.
- To maintain project files and other records pertaining to charitable expenditure.
- To assist with all feedback enquires from donors, partner organizations and team members regarding countries of responsibility.
- To represent Ummah Welfare Trust in a professional and appropriate manner at all times.
- To ensure the consistent application of Ummah Welfare Trust's policies as they apply to the conduct of this role.
- To provide administrative support to other departments as required.

PERSON SPECIFICATION

Essential

- ◆ Sympathetic to the aims and objectives of the charity.
- ◆ Excellent organisational, interpersonal and communications skills
- ◆ Proven high level skills in use of IT particularly MS Office.
- ◆ Self-motivated, able to work on own initiative and trustworthy.
- ◆ To be able to work in pressure situations
- ◆ To have a flexible approach to work and be able to work as a team player

Desirable

- Experience of working in voluntary/charitable sector.
- Willingness to travel abroad if requested
- Excellent command of verbal and written English
- Spoken Urdu, Arabic or French.
- Experience of office administration.

To apply for this role, email your CV and Covering Letter to vacancies@uwt.org. You can also email for further information. The closing date for applications is **Friday 28th February 2019** although the position may close sooner if the right candidate is found.

For a more information or discussion about the role contact Shoyeb on: 07792 088171.