

Job Description

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



Reg. Charity No. 1000851

Post	Regional Projects Manager
Status	Full-time (based at the head office in Bolton)
Hours	40 hours/week
Responsible to	Director of Programmes
Salary	£24,752 to 28,912 (depending on experience)

JOB PURPOSE

To effectively deliver its obligations to donors and beneficiaries, Ummah Welfare Trust delivers its relief work through regional teams. As regional manager you will lead an effective and accountable implementation of relief programmes within a cluster of countries. As manager you will bear overall responsibility for effective project implementation in your assigned countries.

MAIN DUTIES

- Lead the regional team in delivering humanitarian response programmes in the selected region, ensuring timely delivery of high quality projects.
- Develop and deliver each country strategy through timely and impactful execution of agreed Implementation Plans by. Deliver planned outcomes through Ummah Welfare Trust's field teams and partner organisations.
- Actively manage progress of programme outcomes and budget expenditure as identified by annual plans and budgets, resolving delays in a timely and effective manner and sharing progress updates with Director of Programmes on a monthly basis.
- Liaise with other Regional Desk Managers to develop and implement emergency response strategies across Ummah Welfare Trust's countries of operations.
- To undertake overseas travel to monitor and evaluate projects.

PERSON SPECIFICATION

Essential

- Project management experience with the ability to manage multiple projects simultaneously.
- Strong communication skills, demonstrating the ability to network, present and negotiate effectively at all levels
- Possess high levels of personal resilience and a willingness to operate in a highly complex, fast paced and challenging environment.
- Ability to plan, prioritise, implement and meet targets in a pressurised environment whilst producing efficient work with minimum support.
- The ability to work under pressure and balance operational and strategic objectives and priorities.
- Experience of working in a leadership position within a team structure.
- Excellent writing and speaking skills in English.
- To have a flexible approach to work and be able to work as a team player.

Desirable

- Experience of working in voluntary/charitable sector.
- Knowledge of humanitarian sector including principles, trends, standards and laws
- Ability to speak a second language such as Urdu, Arabic or French.

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