

Job Description

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



Reg. Charity No. 1000851

Post	Assistant Projects Manager
Status	Full-time (based at the head office in Bolton)
Hours	37.5 hours/week
Responsible to	Regional Projects Manager
Salary	£20,500 - £23,600 (depending on experience)

JOB PURPOSE

As a member of the Regional Team you will undertake project implementation and monitoring 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 as well as field teams and Partner Organisations to ensure consistent and uninterrupted service delivery.

MAIN DUTIES

- To implement charitable projects in designated countries both for dealing with emergency and development in line with UWT policies and procedures.
- Undertake contextual research through a desk review and by liaising with POs to support the development of a Country Strategy.
- Facilitate objective and budget setting to draw Country Annual Implementation Plans (CAIPs).
- Keep abreast of socio-economic, political and humanitarian situations in the region to help plan mitigation.
- Carry out field visits to monitor and audit charitable projects.
- Working with partner organisations and other stakeholders to ensure effective implementation of charitable projects.
- Other duties commensurate with this role.

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 applications like MS Office.
- ◆ Self-motivated, able to work on own initiative and trustworthy.
- ◆ To be able to work in pressure situations.
- ◆ To be able to travel overseas for field visits.
- ◆ 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 more information or to discuss the role contact Shoyeb on: 07792 088171.