

Job Description

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



Reg. Charity No. 1000851

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| Post | Ramadhan Fundraising Assistant |
| Status | Part-Time (based at the charity office in Dewsbury, Yorkshire) |
| Hours | 20 hours/week |
| Responsible to | PR Manager for Yorkshire |
| Salary | 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 assistant to support its fundraising efforts for Ramadhan 2019.

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

MAIN DUTIES

- Organise and participate in mosque collections
- Attend to donors' needs and process donations.
- Carry out administrative duties of fundraising.
- Promote good relations with mosques, funding institutions and the community in general.
- Carry out weekly banking tasks and manage fundraising/banking material.
- 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.
- 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.

PERSON SPECIFICATION

- Must be able to speak publically.
- Excellent organisational, interpersonal and communications skills
- Self-motivated and trustworthy.
- **To have a flexible approach to work and be able to work as a team player, Late night work required daily in Ramadan**
- Sympathetic to the aims and objectives of the Trust.
- Experience of working in voluntary/charitable sector.
- Good command of verbal and written English
- **Own a car.**

To apply for this role, email your CV and Covering Letter to adam@uwt.org. You can also email for further information. The closing date for applications is **Friday 29th March 2019** although the position may close sooner if the right candidate is found.