

Job Description

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



Reg. Charity No. 1000851

Post:	West Africa Projects Officer
Status:	Full-Time (based at the Head office in Bolton)
Hours:	37.5 hours/week
Responsible to:	Regional Manager
Salary:	£20,500 - £23,600

JOB PURPOSE

Ummah Welfare Trust delivers humanitarian and developmental aid to communities around the world. The West Africa Desk is responsible for delivering Ummah Welfare Trust's vision through Partner Organisations in The Gambia and Sierra Leone. The desk seeks a highly motivated individual to support the W. Africa Project Manager through this newly created post.

MAIN DUTIES

- Liaise with partner organisations and sponsored schools to secure project inputs and resolve delays in a timely and effective manner.
- Scrutinise project finances with the support of Project Finance Officer.
- File project documents in accordance with the existing system.
- Support remote and on-field monitoring.
- Support evaluation of completed projects.
- Regularly share progress updates.
- Undertake at least 3 international field trips per calendar year.
- Undertake comprehensive and detailed research to regions of responsibility and projects.
- Meticulously document relief projects from planning to implementation to evaluation.

PERSON SPECIFICATION

Essential

- Educated to at least bachelor's degree level or equivalent.
- Experience of on-time, on-budget project delivery.
- Experience of record keeping.
- Experience of building strong relationships and partnerships.
- Experience of report writing.
- Strong critical analysis skills.
- Able to manage competing priorities.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- Strong Excel Skills

Desirable

- Experience of working in voluntary/charitable sector.
- Qualifications relevant to development sector; and/or Islamic education.
- Experience of project design and delivery in: charitable sector or construction or education (especially Islamic).
- Experience of designing and agreeing financial parameters for projects.
- Experience of monitoring and evaluation.
- Experience of financial planning and budget management.
- Language skills in 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 **26th April 2019**.