

Job Description

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



Reg. Charity No. 1000851

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

JOB PURPOSE

Ummah Welfare Trust is Muslim relief and development organisation that delivers relief work around the world. The West Africa team is responsible for delivering Ummah Welfare Trust's programmes in The Gambia and Sierra Leone.

MAIN DUTIES

- Critically appraising project proposals submitted by country offices and partner organisations
- Track progress and resolve delays in an effective manner to ensure timely approval and conclusion of projects
- Meticulously document projects through all phases of the lifecycle
- Support remote and on-field monitoring and evaluation
- Undertake at least three international field trips per calendar year.
- Undertake comprehensive and detailed research to understand regions of responsibility and projects.

PERSON SPECIFICATION

Essential

- Experience of on-time, on-budget project delivery.
- Experience of monitoring and evaluating projects.
- Experience of filing and documentation.
- Experience of building strong relationships and partnerships.
- Experience of report writing.
- Strong critical analysis skills and quick-thinking.
- Able to manage competing priorities.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy.
- Strong Excel Skills

Desirable

- Educated to at least bachelor's degree level or equivalent.
- 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, construction or education (especially Islamic).
- Experience of designing and agreeing financial parameters for projects.
- Experience of financial planning and budget management.
- Language skills in Arabic or French.

To apply for this role, email your Covering Letter and CV to vacancies@uwt.org. The closing date for applications is **21st June 2019**. Candidates will be evaluated on a first-come first-serve basis. Only short-listed candidates will be contacted.