

Job Description

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



Reg. Charity No. 1000851

Post	(Islamic) Da'wah and Publications Editor
Status	Full-time (based at the head office in Bolton)
Hours	37.5 hours/week
Responsible to	Trustees
Salary	£23,000 to £28,000 per annum

JOB PURPOSE

Ummah Welfare Trust is looking for a knowledgeable and articulate individual to write and prepare Islamic literature for the public. Literature will include leaflets, pamphlets and books. The individual will play a vital role in establishing Ummah Welfare Trust's new **Al Hayat Ma'a Allah** da'wah project.

MAIN DUTIES

- Research, prepare and write Islamic content for Ummah Welfare Trust's multiple planned publications.
- Prepare user friendly literature such as pamphlets and banners for Ummah Welfare Trust's da'wah work in the UK and abroad.
- Work with scholars to produce publications educating Ummah Welfare Trust's donors.
- Contribute to and develop Islamic da'wah and marketing ideas.
- Work with a media team to write and prepare Islamic content for social and other media.
- Any other duties assigned by the charity which are in line with this work and the charity's broader role as directed by the line manager.

SKILLS & REQUIREMENTS

- Qualified in Islamic studies. An active learner who continues to study, even after qualifications.
- Excellent command of Arabic and ability to translate modern and classical Islamic texts.
- Experience in writing and preparing Islamic content for a layman audience. Excellent writing skills are a must.
- A high level of self-motivation, commitment and dedication. Concern for the religious education of Muslims is paramount.
- Experience of meeting deadlines.
- An ability to listen to others and to work well as part of a team.
- Good organisational and time management skills.
- Good public-speaking skills.

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 **16th August 2019**. For more information or discussion about the role contact Shoyeb on: 07792 088171.