

Job Description

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



Reg. Charity No. 1000851

Post	Community Engagement & Fundraising Officer - West London & Surrounding Areas
Status	Full-Time – (1 or 2 trips to East London Office each week and remaining days working in West)
Hours	40 hours/week (Less Hours may be considered)
Responsible to	PR Manager, South England
Salary	£22,000 - £25,000 (<i>negotiable depending on experience</i>)

Ummah Welfare Trust is Muslim relief and development organisation that delivers relief work around the world. The community and fundraising officer works with communities in the UK to raise awareness and donations for the charity's vital work.

MAIN DUTIES

- Further build, maintain and manage the reputation of Ummah Welfare Trust.
- Fulfil its aims and objectives as a charitable organisation.
- Promote good relations with masjids, funding institutions, partner organisations, donors and the community in general.
- Increase the charity's income/donations, sponsorships and mailing list.

RESPONSIBILITIES

- To help the regional team in initiating and planning PR and fundraising events.
- To coordinate and administer charity stalls at events and exhibitions when needed.
- To carry out the administrative duties connected with PR.
- To maintain volunteers team and help recruit new volunteers.
- To maintain and further develop relationships with organizations, masjids and community groups.
- To organise and participate in masjids collections for Ramadhan and throughout the year.
- To distribute appeal leaflets outside masjids and events to create awareness and to put posters up at shops and masjids.
- To speak in public and represent the charity at events, presentations and meetings where necessary.
- To carry out any other duties as required with the nature of the business and position.

QUALIFICATIONS & EXPERIENCE

- Islamic Studies (*Desirable*)
- Knowledge of Urdu & Arabic (*Desirable*)
- Ability to speak publicly to some extent (*Essential*)
- Organisational and basic IT skills (*Essential*)
- Ability to lead and motivate team of volunteers (*Essential*)
- Time management & Communication skills (*Essential*)
- Be able to work flexible hours according to the need (*Essential*)
- UK driving license and car (*Essential*)

Full Training will be provided to the successful candidate. To apply for this post please email your CV and covering letter to ar.anwar@uwt.org.

The closing date for applications for this post is **Sunday September 29th 2019**, although we may close the application sooner if the right candidates are found. For further queries email ar.anwar@uwt.org or call 020 8616 8660.