

<b>ROLE</b>	<b>Regional Projects Officer (South/East Asia &amp; Europe)</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office, though travelling is required)
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Regional Manager</b>
<b>SALARY</b>	<b>£23k to £28k (depending on experience)</b>

Assist the Regional Programmes Manager in the coordination and implementation of relief programmes in South /East Asia & Europe, ensuring operational effectiveness and minimisation of risks.

## MAIN DUTIES

- Coordinate a portfolio of relief and development projects, from inception to completion.
- Assist the Regional Manager in conducting needs assessment and situation analyses, and developing project solutions.
- Provide full-length support to the Regional Manager in overlooking the finance, logistics and administration of projects.
- Provide supervision and timely guidance to partner organisations and field staff to effectively and transparently deliver projects.
- Ensure safe-guarding policies for projects are properly in place and adhered to by field teams and partner organisations.
- Conduct field visits to oversee project implementation and provide input and guidance on its quality and efficiency.
- Undertake detailed financial audits of completed projects, ensuring agreed objectives and finances were delivered.
- Support the regional team in processing funding applications in line with Ummah Welfare Trust's criteria and requirements.
- Maintain project audit files and other records pertaining to charitable expenditure.
- Manage the allocations of donations for specified projects and ensure timely feedback to donors for these.

## PERSON SPECIFICATION

- Hold at least an undergraduate degree or a equivalent.
- Have professional experience in detailed administration to support high-level objectives.
- Have excellent organizational, negotiation and inter-personal skills. The ability to remain calm whilst dealing with partners and conflicting priorities is essential.
- A keen-eye-for detail is essential, particularly when looking at finances.
- Proven high level skills in the MS Office package, particularly Excel.
- Self-motivated. The ability to take the initiative and work independently is paramount.
- Excellent written and verbal English
- Willing to travel abroad if and when required.
- Working knowledge of Urdu and Bangladeshi is desirable.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, please email your CV and Covering Letter to [vacancies@uwf.org](mailto:vacancies@uwf.org). The closing date for applications is **13<sup>th</sup> March 2020**, although the position may close sooner if the right candidate is found.