

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	IT Project Manager/Business Analyst
STATUS	Fixed-Term Contract (specify duration)
HOURS	40 hours/week
BASED	Head Office in Bolton (some travel required)
SALARY	Up to £45,000 per annum (depending on experience)

MAIN RESPONSIBILITIES

- Oversee and implement the bespoke UWT transformation IT project, The Vision, in conjunction with IT suppliers.
- Working with the Chief Information Officer, provide full support on existing the systems as required.
- Partake in IT Systems Delivery for all projects developed internally or externally.
- Carry out requirements/business as required by the organisation.
- Establish the pipeline of future projects in the system delivery area by working with the business managers to quantify the IT elements needed to support any business change projects.
- Continually optimize the project process and ensure there is not a 1 size fits all approach.
- Ensure each project and the entire portfolio of The Vision projects in delivery at any one instant are being effectively managed and balance the competing needs of individual projects with the aggregated view that this role will have so as to ensure overall priorities of the Vision Project are being continually met and delivered.
- Manage the operational relationship with all third-party providers involved in the Vision and other associated projects.
- Work proactively with the staff to clarify deliverables, when and from whom, and to ensure there is clear ownership and accountability across IT Service Delivery and System Delivery for each of the projects in the Vision.
- Occasionally provide IT support to colleagues, suppliers and customers on the system.
- Implement a comprehensive training programme so all staff are fully competent on all relevant projects resulting from the Vision Project.
- Ensure appropriate User Manuals are developed and updated accordingly.
- Working with the Chief Information Officer, research & Implement where appropriate software changes to improve performance.

PERSON SPECIFICATION

- Highly credible experience of delivering IT projects of different sizes and complexities.
- Experience in delivery of IT Support.
- Experience of managing an entire project delivery team (internal and external).
- Ability to manage the deliverables from third parties.
- Confident communicator.
- Ability to deal with people at all levels.
- Organised and efficient.
- Flexible, Proactive and forward thinking.
- Motivated and committed to charitable work.

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@uwt.org. The closing date for applications is **14th August 2020**, although the position may close sooner if the right candidate is found.

For and informal chat about the role contact Iqbal Rawat (Trustees) on 01204 661030.