

# Job Description

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



Reg. Charity No. 1000851

<b>Post:</b>	<b>Regional Assistant</b>
<b>Status:</b>	Full-Time (based at the UWT Head office in Bolton)
<b>Hours:</b>	37.5 hours/week
<b>Responsible to:</b>	Regional Manager – Middle East Team
<b>Salary:</b>	<b>£19k to £23k (depending on skills and experience)</b>

## JOB PURPOSE

As a member of the Regional Team you will undertake project monitoring and administrative services to ensure quality and consistency in UWT's delivery of humanitarian relief and aid work. You will be working closely with the Regional Manager and the Regional Officer as well as field teams and Partner Organisations to ensure consistent and uninterrupted service delivery.

## Main Duties of the Position:

- To provide a comprehensive administrative support to the Middle East Regional Team.
- To support the team in processing project funding applications in line with UWT criteria and requirements.
- To maintain project files and other records pertaining to charitable expenditure.
- To assist with all feedback enquires from donors, partner organizations and team members regarding countries of responsibility.
- To represent UWT in a professional and appropriate manner at all times.
- To ensure the consistent application of UWT's policies as they apply to the conduct of this role.
- To provide administrative support to other departments as required.

## Person Specification

### *Essential*

- Sympathetic to the aims and objectives of the Trust.
- Excellent organisational, interpersonal and communications skills
- Proven high level skills in use of IT particularly MS Office.
- Self-motivated, able to work on own initiative and trustworthy.
- To be able to work in pressure situations
- To have a flexible approach to work and be able to work as a team player
- Fluency in Arabic – Spoken Fus'ha

### *Desirable*

- Experience of working in voluntary/charitable sector.
- Willingness to travel abroad if and when required.
- Good command of verbal and written English
- Fluency in Arabic – Spoken Fus'ha and Aa'miyya
- Experience of office administration.

**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](mailto:vacancies@uwt.org). You can also email for further information. The closing date for applications is **31st August 2020**, although the position may close sooner if the right candidate is found. Contact Mohammad Ayoob on 07968 497981 for an informal discussion.