

Job Description

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



Reg. Charity No. 1000851

ROLE	Regional Projects Officer (Middle East)
STATUS	Full-time (based at the head office, though travelling is required)
HOURS	37.5 hours/week
RESPONSIBLE TO	Regional Manager – Middle East Team
SALARY	£23k to £28k (depending on experience)

JOB PURPOSE

Assist the Regional Programmes Manager in the coordination and implementation of relief programmes in the Middle East, 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 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
- Fluent spoken Arabic is essential.
- Willing to travel abroad if and when required.

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. 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 07968497981 for an informal discussion.