

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

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@uwt.org. The closing date for applications is **18th December 2020**, although the position may close sooner if the right candidate is found.