

<b>Post:</b>	<b>Regional Assistant (Asia / Europe)</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
<b>Salary:</b>	£19,000 - £23,000

## **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 Regional Team.
- To support the regional team in processing project funding applications and project completion reports 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

### ***Desirable***

- Experience of working in voluntary/charitable sector.
- Willingness to travel abroad if and when required to complete project monitoring and verifications.
- Good command of verbal and written English
- Spoken Bengali and Urdu
- Experience of office administration.

To apply for this role, 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 **11<sup>th</sup> January 2021**. For a more information or discussion about the role contact Shoyeb on: 07792 088171.