

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Relief Projects Manager</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office in Bolton)
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Director of Programmes</b>
<b>SALARY</b>	<b>£28,018 to £31,523</b>

## THE ROLE

Ummah Welfare Trust works in over 25 countries, delivering humanitarian assistance and developmental aid to needy communities. To effectively deliver its obligations to donors and beneficiaries the charity operates through regional teams. Each regional manager strives to lead an efficient, impactful and accountable implementation of relief programmes that work towards Ummah Welfare Trust's vision. The primary role of the Relief Projects Manager will be to bear the overall responsibility for ensuring that policy and procedural requirements are kept up to date and also, where required, step in for effective implementation of relief operations within a country in a designated region.

## MAIN DUTIES

- Ensure that all policies and procedures that are related to the projects department are kept up to date
- Lead or assist, wherever required, in developing any new policies and procedures needed by the department.
- Liaise with Secretary to Trustees or other designated corporate officer to request development of new policies, and to seek approval from trustees for any new policies prior to their implementation.
- Systematically review all policies, annually at least, that are pertinent to day to day operations of the projects department.
- As and when required, lead a regional team in delivering humanitarian response programmes in the selected region ensuring timely delivery of high quality project management delivery.
- In the above role develop and deliver each Country Strategy in their region through timely, accountable and impactful execution of Annual Implementation Plans by leading the Regional Team to deliver planned outcomes through UWT grounds teams and or Partner Organisations.
- Actively manage progress of programme outcomes and budget expenditure as identified by annual plans and budgets, resolving delays, in a timely and effective manner and sharing progress updates with Director of Programmes on a monthly basis.
- Liaise with other Regional Desk Managers to develop and implement emergency response strategies across all UWT's countries of operations.
- To undertake overseas travel to monitor and evaluate projects.

## PERSON SPECIFICATION

- Project management experience with the ability to manage multiple projects simultaneously.
- Strong communication skills, demonstrating the ability to network, present and negotiate effectively at all levels.
- Possess high levels of personal resilience and a willingness to operate in a highly complex, fast paced and challenging environment.

- Ability to plan, prioritise, implement and meet targets in a pressurised environment whilst producing efficient work with minimum support.
- The ability to work under pressure and balance operational and strategic objectives and priorities.
- Experience of working in a leadership position within a team structure.
- Excellent writing and speaking skills in English
- To have a flexible approach to work and be a team player and able to lead the team.
- Sympathetic to the aims and objectives of the Trust.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). The closing date for applications is **15<sup>th</sup> January 2021** although the position may close sooner if the right candidate is found.

For a discussion about the role, contact 01204 661030.