

Job Description

Ummah Welfare Trust | +44 (0)1204 383 732



Reg. Charity No. 1000851

Post	Programmes Officer (Middle East)
Status	Full-Time (Based at Head Office - Bolton, UK)
Hours	37.5 Hours / Week
Responsible to	Programmes Manager (Middle East)
Salary	£23,000 to £28,000 (Dependent on Skills / Experience)

JOB PURPOSE

As a member of the Programmes team, you will be supporting the Programmes Manager in the remote coordination and implementation of relief programmes throughout the Middle East region. Officer will be responsible in requesting, assessing, critiquing and developing projects from initial design stage to completion, maximising effectiveness and impact for the beneficiaries. You will be working closely with the Programmes Manager as well as our Field Teams and Partner Organisations to ensure consistent and uninterrupted delivery of our work.

MAIN DUTIES

- Coordinate a portfolio of relief and development projects, from inception to completion.
- Assist the Programmes Manager in overlooking administration and running of projects.
- Keep close eye on budgets / and reconcile finances of multifaceted projects.
- Undertake detailed financial audits of completed projects, ensuring agreed objectives delivered.
- Assist the Programmes Manager in producing detailed monthly reports and accompanying summaries.
- Provide feedback and guidance to Partner Organisations and Field Team to effectively deliver projects.
- Ensure policies for projects are properly in place and adhered to by Field Teams and Partners worldwide.
- Support team in processing funding applications in line with UWT criteria & requirements.
- Maintain project audit files and other records pertaining to charitable expenditure
- Conduct field visits to oversee project implementation and reporting.

PERSON SPECIFICATION

- Hold at least an undergraduate degree or equivalent.
- Have professional experience in complex administration to support high-level objectives.
- Have excellent organisational, negotiation and inter-personal skills.
- The ability to deal with pressure and to prioritise work.
- A keen-eye-for detail is essential, particularly when looking at budgeting and finances.
- Proven high level skills in the MS Office package, particularly Excel.
- The ability to take the initiative and work both independently and as part of a team is paramount.
- Excellent command of verbal and written English.
- Willing and able to undertake a minimum of three field visits abroad per year.
- Working knowledge of the Arabic language is highly desirable.

This role would be ideal for anyone looking to continue / advance a career within international development and programme management. We are looking for someone who can start soon / immediately. Please note, remote working is currently not an option.

To apply for this role, please email your **CV** and **Covering Letter** to vacancies@uwt.org.

Closing date for applications is **11th April 2021**. Position may close sooner if the right candidate found. This post is subject to a **Disclosure & Barring Service (DBS)** check.