

Post	Middle East Programmes Manager
Status	Full-time (based at the head office in Bolton)
Hours	40 hours/week
Responsible to	Director of Programmes
Salary	£28,000 to £35,000 (depending on experience)

JOB PURPOSE

Ummah Welfare Trust is operational across in 24 countries around the globe, delivering humanitarian assistance in response to disasters and systemic poverty. The charity delivers its programmes through regional desks. The Middle East Programme Manager will manage the Middle East regional desk and its delivery of effective and impactful relief programmes to improve the lives of poor, displaced and abandoned families.

MAIN DUTIES

- Lead the regional team in delivering humanitarian response programmes in the selected region, ensuring timely delivery of high-quality projects.
- Develop and deliver each country strategy through timely and impactful execution of agreed Implementation Plans by. Deliver planned outcomes through Ummah Welfare Trust's field teams and 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 Ummah Welfare Trust's countries of operations.
- Design, develop and implement programmes for impactful returns, developing thematic expertise within the team and utilising expertise within other Regional Teams.
- Design, develop and put into effect rigorous monitoring mechanisms, for remote and on-field execution, to ensure transparent and accountable implementation of programmes to achieve the desired outcomes.
- Identify and select an appropriate portfolio of Partner Organisations to achieve objectives identified in Country Strategies and Emergency Response Plans, developing redundancies for continuous operational activity even if a partnership's relationship ceases.
- Liaise with other Regional Programmes Managers to develop and implement emergency response strategies across Ummah Welfare Trust's countries of operations.
- To undertake overseas travel to monitor and evaluate projects.

PERSON SPECIFICATION

Essential

- 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, coupled with Microsoft Excel skills
- To have a flexible approach to work and be able to work as a team player.

Desirable

- Experience of working in voluntary/charitable sector.
- Knowledge of humanitarian sector including principles, trends, standards and laws
- Ability to speak a second language such as Arabic.

To apply for this role, email your CV and Covering Letter to **vacancies@uwt.org**. You can also email for further information. The closing date for applications is **15th November 2021**. For a more information or discussion about the role contact Shah Nawaz on: 07508 876409.