

# Job Description

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



Reg. Charity No. 1000851

<b>Post</b>	<b>Fundraising &amp; Engagement Officer</b>
<b>Status</b>	Full-time (based at the charity shop/office in Aston, Birmingham)
<b>Hours</b>	40 hours/week
<b>Responsible to</b>	PR Manager for Midlands
<b>Salary</b>	£21,000 per annum

## JOB PURPOSE

Ummah Welfare Trust is one of the largest Muslim charities in the UK. In response to the continued growth, the charity is looking to hire an enthusiastic and hardworking fundraising and administrative assistant for its fundraising team in the Birmingham area.

The assistant will play a key role in supporting the fundraising representatives/manager in carrying out their day-to-day operational and fundraising activities including the containers project and the charity shops in the region.

## MAIN DUTIES

- Further build, maintain and manage the reputation of Ummah Welfare Trust.
- Fulfil its aims and objectives as a charitable organisation.
- Promote good relations with masjids, funding institutions, partner organisations, donors and the community in general.
- Increase the charity's income/donations, sponsorships and mailing list.

## RESPONSIBILITIES

- To help the regional team in initiating and planning PR and fundraising events.
- To coordinate and administer charity stalls at events and exhibitions when needed.
- To carry out the administrative duties connected with PR.
- To maintain volunteers team and help recruit new volunteers.
- Attend to donors' needs and process donations.
- To maintain and further develop relationships with organizations, masjids and community groups.
- To organise and participate in masjids collections for Ramadhan and throughout the year.
- To distribute appeal leaflets outside masjids and events to create awareness and to put posters up at shops and masjids.
- To speak in public and represent the charity at events, presentations and meetings where necessary.
- To carry out any other duties as required with the nature of the business and position.
- Assist in the weekly banking tasks.

## OTHER DUTIES

Due to the nature of the business, giving voluntary service to distribute leaflets, raise funds and attend events would be greatly commended.

## PERSON SPECIFICATION

- Islamic Studies Graduate (Desirable)
- Knowledge of Urdu & Arabic (Desirable)
- Ability to speak publicly to some extent (Essential)
- Organisational and basic IT skills (Essential)
- Ability to lead and motivate team of volunteers (Essential)
- Time management & Communication skills (Essential)
- Be able to work flexible hours according to the need (Essential)
- UK driving license and car (Essential)

To apply for this role, email your CV and Covering Letter to [shehzad @uwt.org](mailto:shehzad@uwt.org). You can also email for further information. The closing date for applications is **Friday 10<sup>th</sup> December 2021** although the position may close sooner if the right candidate is found.