

# Job Description

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



Reg. Charity No. 1000851

<b>Post</b>	<b>Regional Programmes Officer</b> South Asia (India etc.)
<b>Status</b>	<b>Full-Time</b> (Based at Head Office - Bolton, UK)
<b>Hours</b>	<b>37.5 Hours / Week</b>
<b>Responsible to</b>	<b>Regional Programmes Manager</b>
<b>Salary</b>	<b>£23,000 to £28,000</b> (Dependent on 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 South Asia (India etc.). The 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 Regional 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 Regional Programmes Manager in overlooking the finance, logistics and administration of projects together with developing project solutions.
- Analyse all financial activities to identify areas of concern, excess/unauthorised expenditure and cost-cutting opportunities
- Undertake detailed financial audits of completed projects, ensuring agreed objectives and finances were delivered.
- Assist the regional manager in producing detailed monthly reports and accompanying summaries highlighting any projects at risk of fund shortages and missed expenditure milestones
- Provide supervision and timely guidance to partner organisations and field staff to effectively and transparently deliver projects.
- Ensure safeguarding policies for projects are properly in place and adhered to by field teams and partner organisations.
- Support the regional team in processing funding applications in line with Ummah Welfare Trust's criteria and requirements.
- Maintain project audit files and other records about charitable expenditure
- Conduct field visits to oversee project implementation and provide input and guidance on its quality and efficiency.
- Manage the allocations of donations for specified projects and ensure timely feedback to donors for these.

## 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 overseas field visits as required by the Regional Programmes Manager.
- Working knowledge of the either Urdu and Bangladeshi language is desirable.

This role would be ideal for anyone looking to continue and advance a career within international development and programme management. We are looking for someone who can start 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](mailto:vacancies@uwt.org). For an informal discussion contact **Shoyeb Adat** on **01204 661030**

Closing date for applications is **28<sup>th</sup> February 2022**. Position may close sooner if the right candidate is found. This post is subject to a **Disclosure & Barring Service (DBS)** check.