

Job Description

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



Reg. Charity No. 1000851

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| ROLE | Public Relations Representative – Luton (& surrounding areas) |
| STATUS | Part-time (based in Luton office) |
| HOURS | 32 hours per week (0.80 FTE) |
| RESPONSIBLE TO | South England Regional PR Manager |
| SALARY | £22,500 per annum (Pro rata) |

THE ORGANISATION

Ummah Welfare Trust is a UK-based international relief and development charity established in 2001. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world.

The rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Ummah Welfare Trust works under the guidance of scholars who ensure that the charity's role as a trustee is always fulfilled. Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability. The charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

Ummah Welfare Trust requires an enthusiastic, hardworking and reliable PR Rep for Luton and the surrounding areas that is fully supportive of the charity's aims.

The successful candidate will support the Luton PR team to raise awareness about UWT, its campaigns and events within the local community by developing and maintaining good relations with local masaajid, makaatib, community organisations, businesses, donors and the general community. They will also help to fundraise for increase income/donations for the trust. The PR Rep will also help the team to maintain the Luton PR office.

MAIN DUTIES

- To develop and maintain relationships with Muslim community institutions, organisations and community groups (including masjids);
- To organise and participate in masjids collections for Ramadan and throughout the year;
- To distribute appeal leaflets and display posters at masjids, community venues, businesses and events;
- To initiate and plan PR and fundraising events with the support of the regional fundraising team;
- To set up and supervise UWT stalls at events and exhibitions;
- To assist the PR team in fundraising administrative duties;
- To recruit, develop and support local volunteers;
- To work closely with and help coordinate the fundraising team and volunteers during fundraising events or programmes;
- To represent the charity at relevant events, presentations and meetings including public speaking;
- To maintain a close working relationship with the South England Regional PR Manager, providing regular updates and feedback within the time and format requested (i.e. verbal, written etc.); and
- To carry out any other duties as required that are proportionate to the role and nature of work.

PERSON SPECIFICATION

| <i>CATEGORY</i> | <i>CRITERIA</i> | <i>REQUIREMENT</i> |
|------------------------------------|--|--------------------|
| Qualifications | Educated to A' Level or NVQ Level 3 standard or equivalent | Desirable |
| | Classically trained in Islamic Studies or demonstrable equivalent | Desirable |
| Experience | Work at pace, under time pressures particularly during busy periods such as Ramadhan and Eid Al Adha | Essential |
| | Experience of public speaking | Essential |
| Skills /Abilities | Able to work well in a team at pace whilst maintaining attention to detail. | Essential |
| | Excellent time management and communication skills | Essential |
| | Ability to plan and organise their own work and that of others | Essential |
| | Ability to lead and motivate team of volunteers | Essential |
| Knowledge and understanding | Knowledge of Urdu, Bangla and/or Arabic. | Desirable |
| Other | Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust | Essential |
| | The ability to occasionally adapt working hours to meet the requirements of the organisation. | Essential |
| | Hold a valid UK driving license and have full access to your own car. | Essential |
| | Residing in Luton | Desirable |

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

The **closing date for applications is 31st August 2022**, although the position may close sooner if the right candidate is found.

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

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048