

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Data Administrator</b>
<b>STATUS</b>	Zero-Hour Contract (based at the Ummah Welfare Trust Head office in Bolton)
<b>HOURS</b>	25 – 35hrs per week for 2-3 months, Mon - Fri
<b>RESPONSIBLE TO</b>	Feedback Team Manager
<b>SALARY</b>	<b>£9.90 per hour</b>

## THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such, 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 at: <https://uwt.org/>

## THE ROLE

As the Data Administrator, you will be part of a team that is integral to the operations of Ummah Welfare Trust's Feedback Department. This role requires accurately cross-referencing Excel data with orphan/Hifz reports, blurring any sensitive images and providing any additional office support.

## MAIN DUTIES

- Assisting in the management and preparation for feedback on Ummah Welfare Trust's orphan and Hifz reports;
- Cross-reference file names to ensure they correspond with Ummah Welfare Trust naming conventions;
- Cross-reference data between excel and reports ensuring external data corresponds with internal data and resolve any discrepancies;
- Review documentation, including images and beneficiary letters to donors;
- Represent Ummah Welfare Trust professionally and appropriately at all times;
- Adhere to Ummah Welfare Trust's policies in the delivery of this role; and
- Provide administrative support to other departments as and when required.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
<b>Experience</b>	Experience in office administration	Desirable
	Experience of working in the voluntary/charitable sector	Desirable
<b>Skills /Abilities</b>	Proficient in Microsoft Office	Essential
	Attention to detail	Essential
	Excellent interpersonal and communication skills	Essential
	Self-motivated, able to work on own initiative and trustworthy	Essential
	Able to work as a team player	Essential
	Have a flexible approach to work	Essential
	Bilingual or multilingual	Desirable
<b>Other</b>	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Occasionally adapt working times to meet the requirements of the organisation	Essential
	Ready to start work immediately or at short notice	Essential

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

The **closing date for applications is 22<sup>nd</sup> January 2023**, 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](mailto: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