

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Regional Programmes Officer - Middle East Region</b>
<b>STATUS</b>	<b>Full-time</b> (based at the Bolton head office)
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Regional Desk Manager</b>
<b>SALARY</b>	<b>£23,000 – £28,000 per annum (dependent on experience)</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, and also 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 on: <https://uwt.org/>

## THE ROLE

Support the Regional Desk Manager to effectively co-ordinate all aspects of the humanitarian crisis, empowerment, regeneration and education Portfolio in the Middle East Region region.

## MAIN DUTIES

Support the Middle East Region Regional Desk Manager to:

- Coordinate the full cycle of portfolio-programme-project delivery encompassing: research & planning, outcomes & target setting, risk assessment & mitigation, issue resolution, monitoring & reporting;
- Develop well evidenced and needs based project solutions for the region;
- Organise administrative processes for the effective operational delivery of all programmes and projects;
- Conduct overseas field visits to monitor programme and project implementation, delivery, satisfactory progress against key outcomes, outputs and milestones, and to advise and guide on all aspects of the programmes and projects to achieve quality, efficiency and value for money for donors;
- Ensure that all UWT programmes and project delivery are in line with the charity's programme and project methodology, requirements, criteria and standards;
- Providing timely supervision/guidance to partner organisations and field staff;
- Ensure safe-guarding 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;
- Facilitate the provision for donor feedback on specified programmes and projects;
- Analyse all financial activities to identify areas of concern, excess/unauthorised expenditure and to achieve value for money;
- Produce detailed monthly project financial reports and summaries of expenditure, highlighting any expenditure discrepancies and proposed remedial actions;
- Undertake detailed financial audits of completed projects, ensuring agreed objectives and finances were delivered; and
- Maintain project audit files and other records pertaining to charitable expenditure.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
<b>Qualifications</b>	Hold a recognised Portfolio-programme-project management qualification or an undergraduate degree or equivalent	Desirable
<b>Experience</b>	Demonstrable experience of keeping to a budget by monitoring expenditure, analysing financial information and data with a key eye for financial details	Essential
	Experience of working in a fast-paced environment and working to multiple deadlines	Essential
	Experience of project management	Desirable
<b>Skills / Abilities</b>	Excellent organisational skills with the ability to coordinate teams remotely and oversee multiple critical areas of work concurrently	Essential
	A proactive self-starter - the ability to take initiative and work independently is paramount	Essential
	Willing and able to undertake a minimum of 3 international trips of at least 2 weeks each	Essential
	Proven high level skills in the MS Office package, particularly Excel	Essential
	Excellent written and verbal English	Essential
	Excellent report writing skills	Desirable
	Strong negotiation and inter-personal skills with the ability to maintain composure whilst dealing with key partners/stakeholders with conflicting priorities	Desirable
<b>Knowledge and understanding</b>	Working knowledge of Arabic and Turkish	Desirable
	Demonstrated knowledge and experience of the humanitarian and non-profit policy sector	Desirable
<b>Other</b>	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	Desirable

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

The closing date for applications is **28<sup>th</sup> February 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