

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Office Administrator – Midlands PR Team</b>
<b>STATUS</b>	<b>Full-time</b> (based at the Birmingham office)
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Regional PR &amp; Fundraising Manager, Midlands</b>
<b>SALARY</b>	<b>£22k-£25k 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

UWT requires a hardworking and reliable Office Administrator for the PR & Fundraising within the Midlands Area that is fully supportive of the charity's aims.

The successful candidate will deliver the Midlands PR & Fundraising Team's Office & administrative duties, and support the team to raise awareness about UWT's campaigns and raise funds for the charity.

## OVERALL RESPONSIBILITIES

- Coordinate and deliver the finance, HR and general office administrative duties for the Midlands PR & Fundraising department;
- Help the Midlands PR & Fundraising Team to raise awareness of the charity's campaigns and to raise funds for the poor and needy.

### Finance

- Collect, count and receipt all donations;
- Where required, ensure the timely processing and provision of donation receipts and certificates to the relevant donors;
- Carry out weekly banking - including the preparation of all required documentation;
- Collect PR expense sheets along with evidence of expenditure;
- Maintain up-to-date records of the PR & Fundraising teams and office's expenditure;
- Raise purchase orders for the Midlands region; and
- Work with your line manager and UWT's Finance department to maintain the Midlands office financial systems and to provide all necessary financial records/information.

### Human Resources

- Maintain an accurate record of all staff working hours and leave; and
- Work with your line manager and UWT's HR department to maintain the Midlands office HR systems and to provide all necessary staff records.

**General Office management:**

- Ensure the office premises is clean, tidy and secure;
- Administering the premises security systems (intruder alarms, CCTV) and ensuring their annual servicing and maintenance;
- Maintaining the premises Health & Safety by carrying out regular risk assessments and overseeing all authorised reparatory & maintenance work;
- Liaising with contractors, maintenance people, security companies to coordinate the necessary works;
- Monitor and acquire authorisation for all necessary office equipment and supplies (i.e. white goods, IT equipment, cleaning materials, stationary, printer cartridges etc.)

**Public Relations & Fundraising:**

- Administer all of the correspondence for the Midlands PR & Fundraising office (taking calls, responding to emails, passing on messages to relevant colleagues/departments etc.);
- Responding to public queries regarding the charity and the Midland's PR & Fundraising teams campaigns, programmes and activities;
- Maintain and build on existing relationships with regular funders and donors;
- To occasionally: support with PR & fundraising events, set up and supervise UWT stalls, leaflet at community locations; and
- Attending all UWT Midlands & National PR & Fundraising department meetings;
- To work closely with and provide regular updates and feedbacks to the Regional PR & Fundraising Manager; and
- To carry out 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>
<b>Qualifications</b>	Educated to A' Level or NVQ Level 3 standard or equivalent	Desirable
	Classically trained in Islamic Studies or demonstrable equivalent	Desirable
<b>Experience</b>	Work at pace, under time pressures particularly during busy periods such as Ramadhan and Eid Al Adha	Essential
	Experience of public speaking	Desirable
<b>Skills /Abilities</b>	Skilled in handling a busy workload, meeting deadlines, working well in a team and alone, and managing conflicting priorities	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
	Competent user of Microsoft Office applications (Word, Excel, Access)	Essential
<b>Knowledge and understanding</b>	Knowledge of Urdu, Bangla and/or Arabic.	Desirable
	Demonstrable 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.	Essential
	Residing in Birmingham	Desirable

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

The closing date for applications is **17<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**. Applications without a cover letter will not be considered.

For more information or discussion about the role please contact: 01204 661049