

Job Description

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



Reg. Charity No. 1000851

ROLE	Digital Projects Manager
STATUS	Fixed Term Contract – 2 years (based in Bolton Head Office)
HOURS	40 hours per week
RESPONSIBLE TO	IT Manager
SALARY	Up to £40k

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 are recruiting for a Digital Project Manager (DPM) to support the IT Manager to implement UWT's exciting digital transformation strategy.

You will lead on the full project life cycle including: setting the project scope, leading project teams, managing schedules, budgets, project deliverables, managing risks and mitigations. You will uphold project management best practise, model high professional standards and behaviours to achieve best results.

MAIN DUTIES

- Work with key stakeholders to identify the IT needs for the organisation's departments and their operational plans to agree individual project specifications that align with the charity's strategic objectives
- Lead on multiple digital projects across the organisation
- Create project plans, project charters/schedules
- Manage, monitor and report on project delivery against the project scope and objectives
- Ensure that project productivity and quality meets the key stakeholder standards
- Identify, manage and mitigate risks and resolve issues
- Implement remedial action where required
- Work with 3rd party solution providers to deliver relevant solutions
- Responsible for engaging with stakeholders to discuss, agree, record and lock all changes to the project specifications
- Responsible for sensitively managing cultural changes to the working environment during the course of the project and at the project handover stage
- Establish specifications for new projects by developing project goals, phases, and budgets.

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Degree in Project Management or equivalent	Essential
	PMP certification	Desirable
Experience	Minimum 3 years-experience in delivering IT/Digital projects - especially larger projects with established firms	Essential
	Experience in Agile project management team	Essential
	Expertise in conflict resolution	Essential
	Proven leadership skills	Essential
	Worked in a PMO environment	Desirable
	Business & IT strategy experience	Desirable
Skills / Abilities	General understanding of information protocol and data protection	Essential
	Self-Starter, motivated, able to manage own workload	Essential
	Analytical and strong organisation skills, with excellent verbal and written ability	Essential
	Proficiency with project management software and related tools including but not limited to Project Manager, JIRA, Click up, Monday.com	Essential
	ITIL or ITSM certifications	Desirable
Knowledge and understanding	Knowledge of agile and lean approaches such as Scrum, Kanban, Prince2 etc	Essential
	Knowledge of most main stream applications (Salesforce, office 365 etc.)	Essential
	Demonstrated knowledge and experience of the humanitarian and non-profit policy sector	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	Desirable

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

The closing date for applications is **31st May 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

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 661049