

Job Description

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



Reg. Charity No. 1000851

ROLE	Data Administrator
STATUS	Zero-Hour Contract (based at the Ummah Welfare Trust Head office in Bolton)
HOURS	20 – 35hrs per week for 2-3 months, Monday to Friday
RESPONSIBLE TO	Feedback Team Manager
SALARY	Minimum Wage

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 a Data Administrator, you will play a vital role within Ummah Welfare Trust's Feedback Department. Your responsibilities will include cross-referencing Excel data with orphan and hifz reports, ensuring sensitive images are appropriately handled, and providing general office support.

MAIN DUTIES

- Assist in managing and preparing feedback on Ummah Welfare Trust's orphan and hifz reports.
- Verify file names to ensure they adhere to Ummah Welfare Trust conventions.
- Cross-reference data between Excel and reports, resolving any discrepancies.
- Review documentation, including images and beneficiary letters to donors.
- Maintain a professional and respectful representation of Ummah Welfare Trust.
- Adhere to Ummah Welfare Trust's policies relevant to this role.
- Provide administrative support to other departments when needed.

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Experience	Experience in office administration.	Desirable
	Experience of working in the voluntary/charitable sector.	Desirable
Skills /Abilities	Proficient in Microsoft Office	Essential
Skills /Abilities Other	Attention to detail.	
	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
	To have a flexible approach to work.	Essential
	Bilingual or multilingual.	Essential
	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Desirable
	Occasionally adapt working times to meet the requirements of the organisation.	Essential
	Sympathetic to the aims and objectives of the Trust.	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 1st October 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 661048