

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Clothing Bank Community Co-ordinator (multiple vacancies)</b>
<b>STATUS</b>	<b>Casual (based across the UK)</b>
<b>HOURS</b>	<b>Negotiable</b>
<b>RESPONSIBLE TO</b>	<b>Recycling Manager</b>
<b>SALARY</b>	<b>Negotiable</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

Ummah Welfare Trust is recruiting for talented Clothing Bank Community Co-ordinator to drive the charity's national recycling programme. These are important roles that will increase the charity's sustainability and will ultimately enable us to increase the funds and aid that we provide to our most vulnerable and needy brothers and sisters across the world.

The Clothing Bank Community Co-ordinator will work under the Clothing Bank Community Co-ordinator Manager and in close collaboration with UWT's central finance department, charity shops and containers programme. The postholders will be based across the country at one of the UWT sites closest to their home address (please visit the following link to view the various UWT site addresses <https://uwt.org/about-us/stay-in-touch/>).

## KEY RESPONSIBILITIES:

- Establish and develop relationships with Muslim communities and organisations across local regions to secure more recycling bank locations.
- Create and deliver educational programmes in community organisations and hubs to promote the benefits of recycling within communities.
- Achieve maximum efficiency and value in sorting used goods that are to be used for sale in UWT charity shops, and the various grades of recycled clothing that are sold to our commercial customers.

## MAIN DUTIES

Work with the Clothing Bank Community Co-ordinator Manager to do the following:

- Establish positive working relationships with local Muslim community organisations to secure more UWT recycled clothing banks at community hubs and organisations in their local region;
- Monitor, improve and expand the number of recycling banks in their local region;
- Organise awareness events to encourage Muslim communities, households and businesses to recycle;
- Lead on customer communication in person, by email and telephone (including enquiries, issues and complaints);
- Maintain standards of health and safety, hygiene and security in the work environment; and
- Undertake other ad hoc duties as commensurate with the role.

## PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
<b>Qualifications</b>	Qualification in a relevant subject at A'level or equivalent (i.e. Chemistry, biology etc.)	Desirable
<b>Experience</b>	Experience of dealing with customers and/or members of the public	Essential
	Experience of community engagement and development	Desirable
<b>Knowledge and understanding</b>	Understand the diversity, issues and social and cultural nuances within local Muslim communities and how this impacts community engagement with the UWT	Essential
<b>Skills /Abilities</b>	Able to organise and plan your work	Essential
	Ability to work at pace under pressure to tight deadlines and prioritise your workload	Essential
	The ability to use your initiative and work independently whilst also being a strong team player	Essential
	Good communication, interpersonal and negotiation skills	Essential
	Good public presentation skills	Essential
	Good administration and general office skills	Essential
	Competent on Microsoft Office programmes	Essential
<b>Other</b>	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Occasionally adapt working hours to meet the requirements of the organisation	Essential
	Hold a valid UK driving license	Essential
	Residing in Bradford or the nearby Yorkshire region	Desirable

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

The **closing date for applications is 31<sup>st</sup> December 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 661049