

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Executive Assistant to the Chairman</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office in Bolton)
<b>HOURS</b>	<b>40 hours per week</b>
<b>RESPONSIBLE TO</b>	<b>Chairman</b>
<b>SALARY</b>	<b>£35K to £40 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 are searching for an Executive Assistant to provide high level confidential support to the Chairman by providing a full secretarial and administrative service. Ensuring that effective planning and administrative systems are in place and maintained efficiently and effectively.

The successful candidate will provide comprehensive administrative support to the Chairman, contributing to the smooth functioning of executive-level operations. This role offers an exciting opportunity to gain exposure to various aspects of business management and leadership.

## OVERALL DUTIES

### Executive Support:

- Assist the Chairman in managing schedules, appointments, and communications.
- Handle email correspondence and prioritise tasks to ensure timely responses.
- Prioritise inquiries and requests while troubleshooting potential conflicts with little guidance.

### Administrative Functions:

- Manage and maintain executive calendars, ensuring accurate and up-to-date scheduling.
- Coordinate travel arrangements, accommodations, and itineraries for the Chairman.
- Prepare and submit expense reports, tracking receipts and reimbursements.

### Communication Liaison:

- Act as a liaison between the Chairman and internal/external stakeholders.
- Draft, proofread, and edit agenda, correspondence, minutes, briefings, presentations, reports, and other documents.
- Screen phone calls and handle inquiries with professionalism and discretion.

### Project Coordination:

- Support the Chairman in the execution of special projects and initiatives.

- To attend meetings and take accurate minutes, note action points and follow-up within specified deadlines;
- Collaborate with various departments to gather information and facilitate project progress.
- Ensure deadlines are met and project objectives are achieved.

**Data Management:**

- Maintain confidential and sensitive information with the utmost discretion.
- Organise and manage documents, files, and records for easy retrieval.

**Governance:**

- Maintain and manage the schedule of all regulatory filings and communications, including with the charity commission and companies house and other regulatory bodies;
- Preparing corporate documents;
- Maintain a central register of all approved organisational policies and procedures, ensuring version control, and manage the rolling schedule of required updates and re-approvals.
- Maintain an electronic filing system, to ensure confidential and sensitive files/information are appropriately filed and compliant with governance procedures as necessary.

# PERSON SPECIFICATION

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

CATEGORY	CRITERIA	REQUIREMENT
<b>Qualifications</b>	Educated to A level, NVQ level 3 or equivalent	Essential
	Islamic Studies graduate	Desirable
	High proficiency in verbal and written communication in English, Arabic and Urdu	Essential
	Qualified or trained in any of the following: business administration, human resources, health & safety, facilities management	Desirable
<b>Experience</b>	Demonstrable experience of administrative support at executive level	Essential
	Experience of managing meeting including formal minute taking	Essential
	Experience of providing governance support	Essential
	Experienced in working with people at all levels in an organisation	Essential
	Experience of line management of staff	Essential
	Portfolio-programme-project management experience	Desirable
	Experience of financial management (budgets, cashflows etc.)	Desirable
	Experience of implementing strategic and operational plans, and of using strategic plans to set business and operational objectives	Desirable
<b>Skills / Abilities</b>	Very organised, with excellent time management skills	Essential
	Ability to prioritise work/competing priorities in a busy and changing work environment under high pressure	Essential
	Good interpersonal skills with ability to form effective working relationships with people at all levels	Essential
	Excellent verbal and written communication skills	Essential
	Ability to handle confidential information with discretion.	Essential
	Strong data entry, note taking and record keeping skills	Essential
	Positive attitude when working individually and with others, with an adaptable and flexible working style	Essential
	Pro-active approach to work and problem solving, with the ability to identify and address issues before or as they occur	Essential
	Proficiency in using Microsoft Office Packages – Word and Excel	Essential
<b>Knowledge and understanding</b>	Good understanding of general secretariat, office administration and premises maintenance	Essential
	Able to demonstrate that you are familiar with the legal responsibilities of a Company Secretary	Essential
	Able to demonstrate and apply knowledge and understanding of legislation affecting charities, companies and workplaces, including charity and company law, employment law, data protection legislation and equalities legislation	Desirable
	Demonstrable knowledge and experience of the charity 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 adapt working hours to meet the requirements of the organisation.	Essential

The closing date for applications is **31 March, 2024**, 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