

Job Description

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



Reg. Charity No. 1000851

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|-----------------------|--|
| ROLE | Executive Assistant |
| STATUS | Full-time |
| HOURS | 40 hours per week |
| RESPONSIBLE TO | Chairperson |
| SALARY | £38K to £45 per annum (dependent on experience) |

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

Based at its head office, UWT are looking to appoint an Executive Assistant to provide high level support to the Chairperson and board of trustees including full governance and administrative service. Ensuring that effective planning and administrative systems are in place and are maintained efficiently and effectively.

The successful candidate will provide comprehensive advice and support to the Chairperson, 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.

Main Duties

Governance and Management

1. Work with the chairperson to ensure the smooth running of UWT's governance, driving continuous development and improvement, ensuring it continues to meet the needs of the organisation in a fast-changing external environment.
2. To develop and manage the processes of supporting the chairperson and the board of trustees, ensuring a high level of assistance through the chairperson, paying particular attention to UWT's mission, values and constitutional requirements.
3. To act as first point of contact for the chairperson and provide advice and support to the chairperson to fulfil their role, including the servicing of trustee meetings and establishing appropriate training and development opportunities for the trustees.
4. To lead governance and charity secretarial functions, ensuring that work is conducted in accordance with agreed processes and legal timescales.
5. Working closely with HR and Compliance, monitor and where required review policies and resources as directed by the chairperson ensuring appropriate compliance with relevant legislation, advising on best practice, keeping abreast of charity sector, legislative and other developments and liaising with the chairperson to provide regular updates and briefings to the board and staff.
6. Working closely with the head of compliance, support the chairperson on the management of the organisation's approach to risk management, monitoring and reporting on organisational risks.
7. To work in partnership with the Chief Operating Officer to ensure decision making is effectively delegated from the chairperson and Board of Trustees throughout the organisation's management structure.

8. As directed by the chairperson, work with the programmes, finance and other relevant managers to analyse and interpret complex performance data.
9. Maintain and manage the schedule of all regulatory filings and communications, including with the charity commission and companies house and other regulatory bodies, and to work closely with the compliance department on regulatory and compliance matters.
10. Keep abreast of internal and external developments and advise the chairperson accordingly, preparing corporate document as directed by the chairperson.
11. Working closely with the COO to ensure maintaining of a central register of all approved organisational policies and procedures, and to monitor the rolling schedule of required updates and re-approvals.

Executive Support and Administrative Functions

12. Assist the Chairman in managing schedules, appointments, and communications.
13. Handle email correspondence and prioritise tasks to ensure timely responses.
14. Prioritise inquiries and requests while troubleshooting potential conflicts with little guidance.
15. Manage and maintain executive calendars, ensuring accurate and up-to-date scheduling.
16. Coordinate travel arrangements, accommodations, and itineraries for the Chairman.
17. Prepare and submit expense reports, tracking receipts and reimbursements.

Other Duties

18. Maintain an appropriate level of confidentiality at all times.
19. Attend supervision and appraisal process, meetings, training, and other events as required.
20. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring an appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring H&S of own and others at all times) and any other relevant/charity law.
21. Attend and contribute to UWT staff training and any other training identified as appropriate for the post.
22. Occasionally travel abroad and/or work unsociable hours, which may require the need for an overnight stay, evening and weekend work.
23. Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of UWT's mission, vision, values, policies and procedures.
24. Be prepared to work flexibly according to business need
25. Have flexibility in undertaking the role and undertake other duties that may be necessary, from time to time.

PERSON SPECIFICATION

| CATEGORY | CRITERIA | REQUIREMENT |
|------------------------------------|---|--------------------|
| Qualifications | Educated to a degree or equivalent | Essential |
| | High proficiency in verbal and written communication | Essential |
| | Qualified or trained in any of the following: business administration, human resources, health & safety, facilities management | Desirable |
| | Islamic Studies graduate | Desirable |
| Experience | Experience of implementing strategic and operational plans, and of using strategic plans to set business and operational objectives | Essential |
| | 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 |
| Skills / Abilities | Exceptional organisational and diary management skills | Essential |
| | High levels of flexibility and adaptability | Essential |
| | Flawless communication and presentation skills, both written and verbal | Essential |
| | Excellent telephone manner | Essential |
| | The ability to multitask and prioritise an everchanging workload | Essential |
| | The ability to work under pressure and reach deadlines | Essential |
| | Problem-solving and decision-making skills | Essential |
| | The ability to work autonomously | Essential |
| | The ability to determine which emails, reports, telephone calls etc need to reach the line manager and which do not | Essential |
| | Strong business and commercial acumen | Essential |
| | The ability to communicate with and present to senior management and trustees | Essential |
| | The ability to build relationships at all levels across the business and with external contacts | Essential |
| | Drafting, writing and research skills | Essential |
| | Experience using the full Microsoft Office suite | Essential |
| Knowledge and understanding | 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 |
| Other | 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 |

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

The closing date for applications is **01/12/2024**, 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

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