

Job Description

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



Reg. Charity No. 1000851

ROLE	Programmes Team Manager
STATUS	Full-time (based at the Bolton head office)
HOURS	40 hours/week
RESPONSIBLE TO	Programmes Director/CEO
SALARY	£33,000 – £40,000 per annum (dependent on experience)

THE ORGANISATION

Established in 2001, Ummah Welfare Trust (UWT) is a UK-based international relief and development charity. Inspired by Islamic teachings of empathy, generosity, and selflessness, UWT aims to alleviate poverty and suffering globally. The charity provides sustainable development solutions in shelter, education, healthcare, and spiritual wellbeing, ensuring the rights of neglected and oppressed communities are fulfilled.

Transparency and accountability are at the core of UWT's operations, maintaining a clear audit trail from donor to beneficiary. For more information, please visit: <https://uwt.org/>

THE ROLE

The Programmes Team Manager ensures impactful, accountable, and efficient implementation of projects within designated countries. This role aligns project execution with UWT's vision, providing strategic leadership, operational management, and capacity development for teams and partners. The manager plays a pivotal role in maximizing the charity's impact while maintaining transparency and donor satisfaction.

MAIN DUTIES

Leadership and Team Development

- Lead, supervise, and performance-manage all team members to ensure high standards and alignment with UWT's ethos.
- Foster a culture of shared vision, commitment, and accountability within the team.
- Develop and implement capacity-building plans for team members to enhance thematic and contextual expertise.
- Define team structure and composition in coordination with the Programmes Director and oversee recruitment and induction processes.
- Manage and support in-country teams to deliver their project mandates effectively.

Strategic Planning

- Define priorities for assigned countries in consultation with the Programmes Director.
- Develop short- and long-term strategies for each country, ensuring alignment with UWT's objectives and local contexts.
- Create and monitor annual operational plans, detailing targeted outcomes, budgets, timelines, and resource allocation.
- Track socio-economic and political developments in operational regions to adjust strategies and mitigate risks.
- Provide monthly progress updates for the Board of Trustees.

Implementation and Monitoring

- Oversee the application of UWT's Project Delivery Framework to ensure timely and impactful execution of annual plans.
- Monitor project outcomes, budget expenditure, and address delays effectively.
- Develop and implement robust monitoring mechanisms, both remote and on-field, for transparent and accountable project execution.
- Ensure all project records are meticulously maintained for audit purposes.
- Liaise with Compliance and Project Finance teams to address compliance feedback and banking matters.
- Collaborate with the Media team to secure timely and impactful media outputs.
- Evaluate completed projects, document lessons learned, and ensure their integration into future planning.

Field Visits

- Plan and execute field visits to enhance programme designs, ensure accountability, and foster stakeholder relationships.
- Prepare comprehensive field reports with actionable recommendations.
- Conduct risk assessments and implement safeguards to ensure the safety of staff and visitors during field visits.

Emergency Response

- Develop emergency response plans in collaboration with other Team Managers to address emerging humanitarian situations.
- Coordinate the implementation of Emergency Response Plans alongside ongoing operations.
- Support public relations campaigns by facilitating live media outputs during emergencies.
- Participate in emergency response field teams as necessary.

Stakeholder Engagement

- Identify and manage relationships with Partner Organisations (POs) to achieve project objectives.
- Build PO capacities in safeguarding, risk management, and performance tracking.
- Represent UWT to government authorities, umbrella organisations, and other key stakeholders to establish strategic partnerships and ensure operational efficiency.

Safeguarding and Compliance

- Build team capacity on UWT's safeguarding policies.
- Ensure POs meet UWT's safeguarding standards across all projects.
- Report any safeguarding breaches immediately and support ensuing investigations.

Miscellaneous

- Represent UWT at events and meetings as directed by the Programmes Director.
- Undertake additional duties aligned with the role as required.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Undergraduate degree or equivalent in social sciences, management, or development studies	Essential
	Professional certification in project management (e.g., PMP, PRINCE2) or humanitarian leadership	Desirable
	Technical training in humanitarian fields such as shelter, WASH, food security, livelihoods, healthcare, or education	Desirable
Experience	Demonstrable experience managing budgets, monitoring expenditure, and analyzing financial data	Essential
	3-5 years proven experience in managing project teams in a humanitarian context, including planning, resource mobilization, and reporting	Essential
	Experience using digital tools for remote team management and project monitoring	Desirable
	Familiarity with donor relations and grant writing processes	Desirable
Skills /Abilities	Excellent organizational skills with the ability to oversee multiple projects simultaneously	Essential
	Strong analytical and problem-solving skills, with attention to detail	Essential
	Advanced proficiency in MS Office, particularly Excel	Essential
	Exceptional written and verbal communication skills in English and Arabic	Essential
	Strong interpersonal and negotiation skills, with the ability to manage conflicting priorities effectively	Essential
	Excellent report writing skills	Essential
	Strong negotiation and inter-personal skills with the ability to maintain composure whilst dealing with key partners/stakeholders with conflicting priorities	Essential
Other	Commitment to UWT's values and ethos	Essential
	Willingness to undertake regular international field trips	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Valid UK driving license and access to a car	Desirable

To Apply

Please send your CV and a Covering Letter detailing how you meet the criteria to vacancies@uwt.org by 1st May 2025. The position may close sooner if the right candidate is found.

For further information, contact **01204 661048**.

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