

Job Description

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



Reg. Charity No. 1000851

ROLE	Senior Programmes Officer - Middle East Region
STATUS	Full-time (based at the head office in Bolton)
HOURS	37.5 hours/week
RESPONSIBLE TO	Regional Desk Manager
SALARY	£28,000 - £32,000 (Depending on experience)

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by Islamic teachings of empathy, generosity, and selflessness, the trust aims to alleviate poverty and suffering across the world. The organisation ensures transparency and accountability, maintaining a full and transparent audit trail from the donor to the beneficiary.

To find out more, visit: <https://uwt.org/>

THE ROLE

The Senior Programmes Officer will play a pivotal role in overseeing and managing the effective delivery of the humanitarian crisis, empowerment, regeneration, and education portfolio in the Middle East region. This role will involve leading programme strategy, ensuring quality and compliance, and managing key stakeholders to maximise impact and efficiency.

MAIN DUTIES

The Senior Programmes Officer will be responsible for:

- Coordinate a portfolio of relief and development projects, from inception to completion.
- Be able to manage and co-ordinate with field teams and partner organisations independently.
- Assist the Programmes Manager in overlooking administration and running of projects.
- Take ownership of projects, ensuring timely execution by anticipating challenges, proposing solutions, and making informed decisions.
- Keep close eye on budgets / and reconcile finances of multifaceted projects.
- Undertake detailed financial audits of completed projects, ensuring agreed objectives delivered.
- Actively seek feedback and act on it to improve program delivery, demonstrating a self-starter mindset.
- Assist the Programmes Manager in producing detailed monthly reports and accompanying summaries.
- Provide feedback and guidance to Partner Organisations and Field Team to effectively deliver projects.
- Ensure policies for projects are properly in place and adhered to by Field Teams and Partners worldwide.
- Independently drive program activities forward, seeking opportunities to enhance efficiency and impact without requiring constant supervision.
- Support team in processing funding applications in line with UWT criteria & requirements.
- Be able to use own initiative and carry out tasks without being prompted.
- Maintain project audit files and other records pertaining to charitable expenditure
- Conduct field visits to oversee project implementation and reporting.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Hold a recognised portfolio-programme-project management qualification or an undergraduate degree (or equivalent). (Desirable)	Desirable
	Additional certifications in humanitarian programme management or financial oversight. (Desirable)	Desirable
Experience	Proven experience in programme management, overseeing multiple projects within the humanitarian or non-profit sector.	Essential
	Minimum of 2 years' experience in the non-profit sector.	Essential
	Demonstrated ability to manage and monitor budgets, analyse financial data, and ensure compliance.	Essential
	Experience of working in a fast-paced environment, managing multiple deadlines and projects.	Essential
	Experience leading teams and managing partnerships with international stakeholders.	Desirable
Skills / Abilities	Excellent organisational skills, with the ability to manage teams remotely and oversee multiple areas of work.	Essential
	A proactive self-starter, with the ability to take initiative and work independently.	Essential
	Willingness and ability to undertake a minimum of 3 international trips of at least 2 weeks each.	Essential
	Advanced proficiency in MS Office, particularly Excel.	Essential
	Excellent written and verbal English skills, with strong report writing abilities.	Essential
	Strong negotiation and interpersonal skills, with the ability to engage with key partners/stakeholders with conflicting priorities.	Desirable
Knowledge and understanding	Fluent Arabic speaker.	Essential
	Working knowledge of Turkish.	Desirable
	Demonstrated knowledge and experience in the humanitarian and non-profit policy sector.	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

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

Closing Date for Applications: 1st May 2025 (position may close earlier if the right candidate is found).

To apply, email your CV and Covering Letter to vacancies@uwt.org. Ensure that your cover letter addresses each of the criteria in the person specification.

For more information, contact: 01204 661049