

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Sr. Education Officer – West Africa Region</b>
<b>STATUS</b>	<b>Full-time</b> (based at the head office in Bolton)
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Head of Dawah &amp; Education Department</b>
<b>SALARY</b>	<b>£28,000 to £32,000</b> (depending 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

The Education Officer will play a key role in coordinating and ensuring the successful implementation of educational and dawah projects in West Africa. Acting as a project coordinator, and quality assurer, the Education Officer will oversee the smooth operation of all initiatives, providing strategic support to ground teams, improving the quality of education and training programmes, and promoting the ethos of tarbiyah and ta'lim across institutions.

## MAIN DUTIES

- Coordinate dawah and educational projects across West Africa, ensuring smooth implementation and alignment with organisational objectives.
- Provide operational support to the projects department, including assistance with planning, resource allocation, and monitoring activities.
- Manage project progress and performance, providing strategic recommendations for improvement.
- Conduct training sessions to enhance staff professional growth.
- Develop and implement monitoring and evaluation frameworks to assess and improve project outcomes.
- Ensure the ethos of tarbiyah and ta'lim is effectively upheld across all projects and institutions.
- Collaborate with curriculum development teams to enhance resources and syllabi, aligning them with organisational values.
- Independently drive program activities forward, seeking opportunities to enhance efficiency and impact without requiring constant supervision.
- Promote activities fostering Islamic identity, community engagement, and iman-building in students.
- Conduct field visits to oversee project implementation and reporting.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	A recognised teaching qualification, such as PGCE, QTS, or equivalent, with a strong background in education	Desirable
	Degree in Islamic Studies or equivalent.	Essential
	An active learner who continues to study, even after qualifications.	Essential
Experience	Proven experience in training teachers, preferably within both Islamic and secular educational settings	Desirable
	The ability to review and edit a high volume of work whilst maintaining attention to quality and detail	Essential
	Work under time pressure particularly during busy periods	Essential
	Self-motivated and able to work both independently and collaboratively in a team.	Essential
Skills /Abilities	Excellent interpersonal, communication, and leadership skills.	Essential
	Able to work well in a team at pace whilst maintaining attention to detail	Essential
	Strong organisational skills with attention to detail and deadlines.	Essential
	Ability to design and deliver impactful training sessions.	Desirable
	Problem-solving skills and the ability to adapt to dynamic project needs.	Essential
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	Desirable
	Hold a valid UK driving license and have full access to your own car	Desirable
	Willingness to travel internationally as required.	Essential

## WHAT WE OFFER



28 DAYS ANNUAL LEAVE +  
ADDITIONAL LEAVE



FLEXIBLE START AND FINISH TIMES



SHARIA COMPLIANT PENSION  
SCHEME



SALARY SACRIFICE EV SCHEME



FUEL ALLOWANCE



ENHANCED PATERNITY PAY



PRAYER WITH CONGREGATION



EDUCATION SUPPORT SCHEME



CASUAL DRESS



ON SITE CAR PARKING



FIELD VISITS

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

The closing date for applications is **01<sup>st</sup> September 2025**, although the position may close sooner if the right candidate is found. Candidates will be evaluated on a first-come-first-serve basis. Only short-listed candidates will be contacted.

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.**