

Job Description

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



Reg. Charity No. 1000851

ROLE	Paralegal and Islamic Wills Case Officer
STATUS	Full-time (based at the Head Office in Bolton)
HOURS	37.5 hours per week
RESPONSIBLE TO	Chief Operating Officer
SALARY	Upto 30K 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

The Paralegal and Islamic Wills Case Officer will administer and review Will applications submitted through UWT's free online Will-writing portal. Working alongside the appointed Mufti, who will determine and approve the applicable Shariah inheritance provisions, the officer will ensure that these provisions are accurately expressed in a clearly drafted Will intended to meet the legal requirements of England and Wales. The officer will check the completeness and consistency of the documentation, resolve routine queries and refer complex legal matters for specialist advice. UWT's service does not include tax advice or tax planning.

In addition, the role will provide legal and contractual support across the charity by reviewing, maintaining, and assisting with various legal documents and agreements.

KEY RESPONSIBILITIES

Islamic Will Service Administration

- Review Will applications and generated drafts for accuracy, completeness and legal clarity, ensuring that the approved Shariah inheritance provisions are correctly reflected and that the provisions concerning beneficiaries, executors and the administration of the estate are clear and consistent.
- Work closely with the appointed Mufti to ensure that the approved Islamic inheritance provisions are expressed in wording suitable for a Will governed by the law of England and Wales. Refer any uncertainty concerning Shariah interpretation to the Mufti and any complex legal drafting issue to an appropriately qualified legal adviser.
- Communicate with **testators** regarding amendments, outstanding information, and queries relating to their Wills.
- Ensure all required documentation and supporting information is received and maintained.
- Track and manage the progress of Will applications from submission through to completion.

- Maintain accurate records and case files in accordance with GDPR and charity policies.
- Assist in developing and improving processes relating to the Will-writing service.
- Provide clear, professional guidance to donors on procedural aspects of the Will-writing process (without providing regulated legal advice where not authorised).

Legal and Contractual Support

- Review and assist with charity contracts and legal documents, including:
 - Lease agreements
 - Service agreements
 - Supplier contracts
 - Consultancy agreements
 - Data processing agreements
 - Partnership and collaboration agreements
 - Terms and conditions
- Identify legal and contractual risks and escalate matters where specialist advice is required.
- Maintain a central register of legal agreements and key renewal dates.
- Assist with legal compliance projects and governance matters.
- Liaise with external solicitors when instructed.
- Support the charity in maintaining compliance with relevant legislation and regulatory requirements.

General Compliance and Administration

- Assist with document management and record retention processes.
- Support GDPR and data protection compliance activities.
- Prepare reports and updates for senior management as required.
- Contribute to policy reviews and legal compliance initiatives.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	A law degree covering the law of England and Wales; a NALP Level 4 Diploma for Associate Paralegals or the earlier Level 4 Diploma in Paralegal Studies; a NALP Level 7 Diploma in Paralegal Practice; or completion of the CILEX CPQ Advanced stage including Probate and Private Client. Applicants must also demonstrate specific training in will drafting and succession law.	Essential
Experience	At least two years' practical experience drafting and reviewing wills governed by the law of England and Wales, including managing routine cases, identifying complex matters and referring them for specialist advice.	Essential
	Experience working within the charity sector.	Desirable
	Experience working with solicitors, legal practices, or probate services.	Desirable
Skills / Abilities	Ability to translate Shariah inheritance provisions approved by the appointed Mufti into clear and legally appropriate Will wording, using approved templates and obtaining specialist legal advice where necessary.	Essential
	Strong verbal and written communication skills	Essential
	Ability to manage multiple cases and deadlines simultaneously.	Essential

	Strong IT skills and experience using case management or document management systems.	Essential
	Strong analytical and problem-solving abilities.	Essential
	Excellent customer service and stakeholder management skills.	Essential
	Strong attention to detail and organisational skills.	Essential
	Ability to work collaboratively with both legal and Islamic scholars.	Essential
Knowledge and understanding	Working understanding of estate ownership, jointly owned assets, executors, guardianship provisions and the administration of estates, sufficient to prepare clear routine Will drafts and identify matters requiring specialist legal advice.	Essential
	Knowledge of Islamic inheritance (Faraid) principles.	Desirable
	Familiarity with GDPR and charity governance requirements.	Desirable
	Understanding of the legal and regulatory framework affecting UK charities.	Desirable
Other	Professional and empathetic approach when dealing with donors	Essential
	High level of integrity and confidentiality.	Essential
	Commitment to the values and mission of Ummah Welfare Trust.	Essential

The closing date for applications is **1st December 2026**, 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@uwat.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

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