Job Description

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

ummah welfare trust

Reg. Charity No. 1000851

ROLE	**Regional Programmes Assistant**
STATUS	**Full-time** (based at the Bolton head office)
HOURS	**37.5 hours/week**
RESPONSIBLE TO	**Regional Desk Manager**
SALARY	**National Minimum Wage**

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

You will carry out programme/project monitoring and administrative duties to ensure quality and consistency in UWT's delivery of humanitarian relief and aid work. You will be working closely with the Regional Desk Manager, the Programmes Officer as well as field teams and Partner Organisations to ensure consistent and uninterrupted service delivery.

MAIN DUTIES

Support the Regional Desk Manager by:

- Providing a comprehensive administrative support service;
- Supporting the regional team in processing project funding applications and project completion reports in line with UWT criteria and requirements;
- Maintaining project files and other records pertaining to charitable expenditure;
- Assisting with all feedback enquires from the regional donors, partner organisations and team members;
- Representing UWT in a professional and appropriate manner at all times;
- Adhering to UWT's policies and procedures; and
- To fulfil other tasks and duties that are commensurate to this post

PERSON SPECIFICATION

CATEGORY	*CRITERIA*	*REQUIREMENT*
Qualifications	Hold a recognised Portfolio-programme-project management qualification or an undergraduate degree or equivalent	Desirable
Experience	Experience of working under pressure to multiple deadlines in a fast-paced environment	Essential
	To have a flexible approach to work and be able to work as a team player	Essential
	Experience of office administration	Desirable
Skills / Abilities	Good command of verbal and written English	Essential
	Strong grasp of Microsoft Office packages – especially Word and Excel	Essential
	Excellent organisational, interpersonal and communications skills	Essential
	Self-motivated, able to work on own initiative and trustworthy	Essential
	Willing and able to undertake a minimum of 3 international trips of at least 2 weeks each if required to do this.	Essential
Knowledge and understanding	Working knowledge of any of the following languages: Arabic, Turkish, Urdu, Bengali, East African languages	Desirable
	Demonstrated knowledge and experience of 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

WHAT WE OFFER

Benefits of Working here



28 DAYS ANNUAL LEAVE + ADDITIONAL LEAVE



FLEXIBLE START AND FINISH TIMES



SHARIA COMPLIANT PENSION 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 **1st January 2027**, 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 661048