



ROLE	Project officer
HOURS	2-4 hours per week.
RESPONSIBLE TO:	Trustees
TYPE:	Part-time, Volunteer

THE ROLE

Al Ummah Foundation requires an experienced and knowledgeable project manager to coordinate new projects, from new request to completion.

MAIN DUTIES

- Undertake detailed assessment of a project request, write up of proforma and seeking board approval.
- Maintain project audit files and other records pertaining to charitable expenditure.
- Managing projects to completion. Provide supervision and timely guidance to partner organisations, referrers and field staff to effectively and transparently deliver projects.
- Financial audits of completed projects, ensuring agreed objectives and finances were delivered and the right systems updated.
- Manage the allocations of donations for specified projects and ensure timely feedback to donors.
- Provide supervision and timely guidance to partner organisations and field staff to effectively and transparently deliver projects.

ABOUT YOU

- Have professional experience in detailed administration to support high-level objectives.
- A keen-eye-for detail is essential, particularly when looking at project requests and updates.
- Proven high level skills in the MS Office package, particularly Excel.
- Self-motivated. The ability to take the initiative and work independently is paramount.
- Have sound Islamic knowledge, ethics and understanding.
- Able to work well in a team and show attention to detail.



- Work under time pressure particularly during busy periods such as Ramadhan.
- Knowledge of email clients such as outlook, hotmail or google.
- Excellent written and verbal English.
- Working knowledge of other languages , such as urdu, hindi or Bengali is desirable.

How To Apply

To apply for this role, email your CV and Covering Letter to **volunteer@al-ummahfoundation.org**.

About the opportunity

Volunteering with AUF is an easy and a rewarding way to make a difference to the lives of many around the world. By volunteering, you will be able to directly support the charity and help develop your skills in the process. All of our staff and Trustee's work on a voluntary basis. You will receive on-going training and supervision and, depending on the role, are checked with the Disclosure and Barring service (DBS).

Benefits

Through working with us our volunteers are able to develop a wealth of transferable skills that employers love (interpersonal, organisational, communication) and whilst making a significant difference.