

Ministries Administrator Job Description

Living Leadership is looking for a committed evangelical Christian who can join our team to help advance our vision of helping leaders and spouses of leaders to live joyfully in Christ and serve him faithfully by using exceptional administrative skills to ensure our ministry activities run smoothly and bring the maximum benefit to those they serve.

Start Date	Monday 22 nd April 2024 or as soon after as possible.
Location	Home working, ideally in Northern Ireland, although applications from other locations in the UK or for working in our Nottingham office will be considered.
Hours	20 hours per week during school term time. ¹
Work pattern	There is some flexibility regarding which hours are worked regularly, but core hours must include Tuesday, Wednesday and Thursday mornings and at least one Monday afternoon per month for the Network meeting from 2-3.30pm.
Salary	£11,215.08 <i>per annum</i> (equivalent to £26,000 for full-time employment) plus 4% employer's pension contribution.
Reports to	Ministry Support and Communications Manager
To apply	Complete the online form at livingleadership.org/jobs by 5pm on Saturday 2 nd March 2024. Interviews will be online on 11 th and 12 th March 2024.

Terms of Employment

- Appointment is subject to a 6-month probationary period and 8 weeks' notice period.
- Salary will be paid monthly in 12 equal instalments.
- Paid leave of 15 days, including Northern Ireland public holidays,² calculated to ensure equality with employees working 52 weeks per year, is included within the weeks not worked.
- Living Leadership is committed to equality of opportunity. All individuals will be treated solely on their merits as employees or applicants for employment. This role carries an Occupational Requirement for the post holder to be an evangelical Christian.
- Must be able to travel to other parts of the UK for overnight conferences on occasions.
- Access to fast broadband is essential for remote team working.
- Living Leadership also pays a Home Working Allowance to Ministry Support employees.

¹ Working 39 weeks per year. Not working during 13 weeks of school holidays.

² If the appointee is based in another part of the UK, this figure will be revised to reflect public holidays in that nation.

Responsibilities

- Maintaining and developing databases of contacts and their engagement with our ministries on Salesforce and Mailchimp.
- Managing the release of online Resources (blog, podcast, articles, ministry toolkits and book reviews) and sale of premium resources.
- Ensuring key Living Leadership online activities (especially Refresh Network Online and monthly Network meetings) run smoothly by managing registration, communicating details to participants, and running Zoom calls.
- Managing practical arrangements for key annual in-person events: Network Gathering (normally in September); Staff Retreat (normally in April); and Pastoral Refreshment Conference Central (normally in early February).
- Managing and developing booking systems for Formation Ministries including courses, masterclasses and seminars.
- Managing practical arrangements and bookings for Refreshment Days across the UK and Ireland and providing in-person administration for Refreshment Days in Northern Ireland.
- Managing the annual review of policies and Staff Handbook (ensuring responsible people review each policy in a timely fashion and updating and circulating revised policies).
- Assisting the Ministry Support and Communications Manager where needed in posting agreed material to social media channels and ordering and disseminating publicity materials.
- Contributing to the devotional life of the Living Leadership staff team and Network by participating in weekly staff meetings online and in person in the annual Network Gathering and Staff Retreat.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Working well within a team to achieve positive outcomes ▪ Effective administration of events or programmes 	<ul style="list-style-type: none"> ▪ Two years or more experience of administration or management within a church or Christian organisation
Skills	<ul style="list-style-type: none"> ▪ Ability to multi-task and work well independently under pressure ▪ Ability to work in a team to fulfil personal responsibilities and to assist others in their responsibilities as needs arise ▪ Outstanding administrative ability ▪ Ability to communicate clearly and effectively verbally and in written correspondence ▪ Excellent IT skills, including use of Microsoft Word and Excel ▪ Familiarity with Zoom or equivalent digital communications tools ▪ Ability and willingness to learn new IT skills ▪ Ability to demonstrate an understanding of the importance of confidentiality in handling data of service users. 	<ul style="list-style-type: none"> ▪ Familiarity with databases and Communications tools such as Salesforce and Mailchimp
Personal	<ul style="list-style-type: none"> ▪ An evangelical Christian ▪ In good standing with a local church ▪ In full sympathy with the aims, objectives and values of Living Leadership as outlined in its Network Commitments ▪ Have the Right to Work in the UK (we do not offer sponsorship arrangements) ▪ Be able to travel for work to other parts of the UK occasionally by agreement 	<ul style="list-style-type: none"> ▪ Living within Northern Ireland.