



## JOB OPPORTUNITY: PART-TIME ADMINISTRATOR IN IRISH CHURCH MISSIONS

<b>JOB TITLE</b>	Part-Time Administrator
<b>MAIN RESPONSIBILITY</b>	Support the administration functions of ICM
<b>REPORTING TO</b>	Administration Coordinator
<b>TEAM</b>	A member of the resource team
<b>HOURS OF WORK</b>	2-4hrs/week
<b>START</b>	End of May 2024

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Irish Church Missions is seeking to appoint to the role of **part-time administrator** to deliver the highest quality in office administration on various fronts which will support and enhance a number of growing and diverse ministries.

This is an exciting opportunity for a committed, motivated and resourceful individual to play an essential role in ICM's mission and ministry. The successful candidate will work in close connection with administration coordinator and other staff, administering the weekly activities in Northern Ireland.

### APPLICATION PROCESS

To apply for this post, please submit by email to: [dublin@irishchurchmissions.ie](mailto:dublin@irishchurchmissions.ie) on or before 26th April 2024

- Please enclose a full CV including your qualifications, employment history/key skills and listing three referees, one of which should be your current church leader and one from your current/most recent employer.

A job description is available for this post, outlining the key tasks and responsibilities of the role and the terms and conditions related to the appointment.

**Interviews are scheduled to take place the following week from Wednesday 1st May.**

ICM reserves the right to request that the successful applicant obtain a medical  
We are only able to offer employment to candidates with the legal right to work in Ireland and /or UK

## **JOB DESCRIPTION: PART-TIME ADMINISTRATOR IN IRISH CHURCH MISSIONS**

### **ABOUT IRISH CHURCH MISSIONS**

- ICM ([www.irishchurchmissions.ie](http://www.irishchurchmissions.ie)) is an exciting church-planting network: it is aiming to start and strengthen healthy Anglican evangelical churches all across Ireland. It was established in 1849 with an emphasis on evangelism and church planting. These priorities remain its passion and purpose still today.
  - The ICM resource team comprises staff and trustees who seek to provide efficient systems and structures that allow for the flourishing of healthy churches, plants and new initiatives.
  - Our prayer is that we might glorify God by starting and strengthening many more evangelical gospel churches to make disciples from all nations for Christ. We share the prayerful aspiration to be pioneering in mission, training with scripture and diversifying in culture.
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### **PURPOSE OF THE ROLE & SUMMARY OF RESPONSIBILITIES**

The role of Part-Time Administrator assists the Administration Coordinator in the managing and developing of the various support systems to ensure ICM's health and growth as an organisation; is committed to the effective running of the administrative tasks in Northern Ireland and provides administrative support for the Director, staff and Board of Trustees as required.

### **MAIN RESPONSIBILITIES**

#### **Weekly**

- Receiving / lodging / acknowledging and recording cheques and cash donations in sterling.
- Making payments via internet banking if required.
- Monitoring mail at [belfast@irishchurchmissions.ie](mailto:belfast@irishchurchmissions.ie) and forwarding as needed.

#### **Occasionally**

- Supporting ICM auditors with their inspection of our reports, transactions and documentation.
- Responding to information requests.
- Supporting donor queries and processing information to ensure effective communication with supporters.

#### **Annually**

- Keeping gift aid records, and making resultant claims from HMRC.
  - Providing information to meet our obligations with HMRC, Charities Commission and Companies House.
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## **ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE**

### **KNOWLEDGE**

- Strong desire to serve, support and strengthen the Irish Church Missions network (staff, churches and church members) through excellent administrative skills.
- Computer literate, including use of Microsoft Office

### **SKILLS**

- Proven ability to work in a team and collaborate positively with others.
- Proactive with a 'can-do' attitude and a creative approach to problem-solving.
- Proven relationship management skills, e.g. ability to relate well with a range of people.
- Excellent time management, multi-tasking and organisation skills.

### **EXPERIENCE**

- Experience of working in an office environment in an administrative capacity.
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## **DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE**

- Understanding of the charity sector/fund raising.
  - Familiarity with a CRM to assist in responsive communication and updating donor profiles.
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## **AS PART OF YOUR EMPLOYMENT YOU ARE ALSO EXPECTED TO:**

- A committed Christian (a genuine occupational requirement under section 7 (3) of the Employment Equality (Religion or Belief Regulations 2003), taking an active role in the local church, living a godly lifestyle, prepared to align themselves with and sign the ICM doctrinal basis (Appendix 1)
  - Have a clear and biblical understanding of mission and the role of a mission society
  - Supportive of ICM's mission and objectives and passionate about the good news of Jesus Christ being shared with all people.
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## TERMS AND CONDITIONS

- **Place of Work:** Belfast office, with negotiable working from home opportunities.
- **Hours of Work:** 2-4 hours per week over 3-5 days (negotiable). ICM operates a time-off-in-lieu system.
- **Salary:** The salary for the post is competitive, depending on experience, paid monthly in arrears.
- **Duration:** The post is a permanent post, subject to a six-month probationary period.
- **Expenses:** Home-working expenses are negotiable but expenses for travel to and from ICM office are not included.
- **Annual Leave:** The Leave Year runs from April to March. The annual leave entitlement is 26 days (23 days + 3 days during Christmas week) pro-rata, plus statutory days pro-rata.
- **Sick Leave:** ICM employees are entitled to paid sick leave. Details of this entitlement are set out in the Contract of Employment
- **Notice:** One month's notice, in writing, is required for the termination of the appointment by either party.

## Appendix 1

### Doctrinal Basis

#### The books of the Old and New Testaments are God's Word written

Uniquely inspired by the Holy Spirit, human authors spoke from God. The God-breathed Scriptures are therefore wholly trustworthy and free from error in both history and doctrine. Whatever Scripture, truly interpreted, is found to teach we are bound to believe and obey. It is the supreme authority for faith and conduct.

#### The Scriptures proclaim the only way of salvation

God created the world and mankind good but his image in human beings and his glory in creation have been defaced by sin. We are all under God's judgement and, being spiritually dead, are helpless to save ourselves. The one living God, eternally existing in three Persons, has acted in love for our salvation. God the Father sent the Son to be our Saviour; God the Son gave himself to redeem us. God the Holy Spirit brings us all the blessings which Christ won for us. No one can come to the Father except through the Son. There is no salvation outside of the Lord Jesus Christ as Scripture alone has revealed him in words and work.

#### The Lord Jesus Christ is the only Saviour

In the fullness of his eternal deity, our Lord Jesus became man. Conceived by the Holy Spirit, born of a virgin, he had a perfect human nature and a truly human experience. By his sinless life and faultless teaching, he showed himself to be the spotless Lamb of God. By shedding his blood on the cross, once for all, Jesus bore in our place the judgement our sin deserves and secured eternal life for all who believe in him. By raising him bodily from the dead on the third day and by exalting him into heaven, the Father demonstrated his full acceptance of the finished work of Christ.

#### The world-wide church is the fellowship of all who trust in Christ

Salvation is by grace through faith alone. The Holy Spirit gives repentance, faith, and new life, made evident by the fruit of the Spirit. The fellowship of believers is sustained primarily through the ministry of God's Word. Baptism and the Lord's Supper are covenant signs, God's promises made visible, which when rightly received, he uses to strengthen faith and pledge our blessings in Christ. According to his will, the Holy Spirit gives gifts and ministries to his people so that they may build each other up under the authority of the Word to worship and serve God and to love one another. All believers as priests have direct access to God through Christ our High Priest and there can be no other mediator.

#### God calls his church in the world to mission

As the Father sent him, so the Lord Jesus Christ sends his church into the world to make his name known: to preach the gospel of his grace; to care for the needy with a compassion like his; to promote the just standards of his Kingdom and the good stewardship of his creation. As the Lord Jesus ascended, so he will return, personally and visibly, to complete God's new creation. He will judge the living and the dead, call his servants to account and receive them into glory. We expect his coming and we obey his command. We pledge ourselves to make Christ known throughout the world.

**As an Anglican mission agency we are also committed to promoting the Christian faith as explained in The Apostles, Nicene & Athanasian Creeds, The Thirty-Nine Articles of Religion & The Jerusalem Statement and Declaration.**