

ECM Ireland Administrator Job Description

Job Title: Administrator

Reports to: Director of ECM Ireland

Duration and location: This is a part-time role (15 hours per week) mainly based in the ECM Ireland office in Lisburn, or other locations as agreed with the Director.

Salary with some personal support: £19,500 per annum (pro-rata, with some personal support)

Date of Job Description: September 2019

Primary Purpose of the role.

The Administrator's main role is to provide assistance and support to the ECM Ireland Director and to the ECM Ireland office, so that the aims and objectives of ECM Ireland are met in a timely manner. This job description outlines the tasks, responsibilities and outcomes required of the role. Each may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Roles and responsibilities:

1. To provide general administrative assistance and support to the ECM Ireland Director and the ECM Ireland office.
2. To assist the ECM Ireland Director and Communications and Marketing Manager with developing the profile of ECM Ireland.
3. To provide administrative support to service the Council meetings.
4. To help service personnel needs.
5. To raise personal support.
6. To provide other assistance and support as required.

Specific Roles and Responsibilities:

1. To provide administrative support to the ECM Ireland Director and the ECM Ireland office.

The postholder will:

- Assist and support the ECM Ireland Director and the ECM Ireland office as required.
- Organise and coordinate staff prayers on a weekly basis.
- Manage mission property.
- Help to ensure compliance with GDPR by assisting in writing policies and procedures.
- Assist with applications for additional grant funding as required.
- Assist in writing, developing and implementing ECM Ireland's strategic plan.
- Be involved in decision-making processes.
- Deputise for the Director, make decisions and delegate work to others in the Director's absence.

2. To assist the ECM Ireland Director and Communications and Marketing Manager with developing the profile of ECM Ireland.

The postholder will:

- Assist with the writing and production of ECM Ireland resources.
- Represent ECM Ireland at exhibitions and in church and para-church contexts.

- Oversee the gathering and distribution of Eurolink and Prayer Diary via printed and digital format.
 - Assist in the organising and promotion of events.
 - Oversee the production and distribution of the ECM Life magazine.
 - Coordinate ECM Ireland prayer groups and maintain a good level of communication.
- 3. To provide administrative support to service the Council meetings.**
The postholder will:
- Work to support the ECM Ireland Director in compiling agendas, circulation of meeting details, booking of rooms, refreshments.
 - Ensure accurate minutes of the meeting are taken and circulated in a timely manner.
- 4. To help service personnel needs.**
The postholder will:
- Help administer the application process for short term teams and short and long term mission partners.
 - Support candidate orientation and debriefing for short term teams and short and long term mission partners.
 - Monitor and respond to ECM Ireland missionaries and mission partners communications in a timely manner.
 - Follow up new enquiries and maintain a record of enquiries.
- 5. To raise personal support.**
The postholder will:
- Write and distribute a prayer letter quarterly.
 - Meet with potential supporters.
 - Maintain regular contact with current supporters.
- 6. Provide other assistance and support.**
The postholder will:
- Liaise with the ECM Ireland Office Manager on all matters relating to income and expenditure.
 - Continually seek ways to improve and expand the ministry of ECM Ireland.
 - Generally work in such a way as to advance the aims of ECM Ireland.
 - Act as a point of contact for those enquiring about ECM Ireland, being ready at all times to articulate the vision and ethos of ECM Ireland.
 - Actively participate in team building.
 - Take on other duties as may reasonably be required.

The above list of responsibilities is neither exclusive nor exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.