

ECM Ireland - Administrator

Person Specification

Personal Qualities:

Essential

- A committed evangelical Christian who is in full agreement with the ECM Ireland Doctrinal Statement* and the vision, purpose and values of ECM Ireland.
- Organised, enthusiastic, reliable and motivated individual.
- Excellent team player wanting to contribute to the overall ministry of ECM Ireland.
- Active prayer and devotional life, attending a local church regularly.

Experience:

Essential

- Previous office and administrative experience.
- Experience in the use of IT systems.

Desirable

- Experience in (or an aptitude for) the operation of databases.
- Working with Google docs. and other Web Authoring Software such as Mailchimp.
- Involvement in mission, particularly in Europe.
- Working within the Christian or charity sector.

Skills and Abilities:

Essential

- High level of organisational and administrative skills with a high attention to detail.
- Can manage and prioritise workload and meet deadlines in a timely manner.
- Excellent written and oral communication skills.
- Can initiate and operate efficient administrative systems.
- Ability to work on own initiative, independently and as part of a team.

Education and Knowledge:

Essential

- Knowledge and competency in Microsoft products, especially Office 2010.

Desirable

- A professional qualification in Administration or equivalent.
- A good understanding of mission and particularly the spiritual and social situation in Europe.
- Understanding of GDPR requirements and processes.

The above serves as a guide and is not exhaustive. All staff are expected to undertake other duties and projects as may be reasonably required by the Director. You will be part of a small team who work together to meet ECM Ireland's aims and objectives. *There is an occupational requirement for the post-holder to be a committed evangelical Christian and committed to the ethos and aims of European Christian Mission Ireland.