



ECM Ireland Administrator Job Description

Job Title: Administrator (Maternity Cover)

Reports to: Director of ECM Ireland

Duration and location: This is a part-time role (16 hours per week) can be based in the ECM Ireland office in Lisburn, at home, or other locations as agreed with the Director

Salary: £19,500 (pro-rata) per annum

Date of Job Description: June 2021

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, and to oversee the development of ECM Ireland's profile, 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 oversee the development of ECM Ireland's profile
3. To provide administrative support to service the Council meetings
4. To help service personnel needs
5. 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
- Update and organise the Customer Relationship Management System and SharePoint as required
- 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.
- Manage mission property
- Be involved in decision-making processes
- Deputise for the Director, make decisions and delegate work to others in the Director's absence

2. To oversee and manage the development of ECM Ireland's profile.

The postholder will:

- Oversee the design, production, and distribution of ECM Ireland's printed and digital media
- Use a variety of social media channels to communicate ECM Ireland's vision creatively and effectively and in a consistent manner
- Develop and maintain ECM Ireland's website
- Produce high quality PowerPoint presentations as agreed with the Director
- Represent ECM Ireland at exhibitions and in church and para-church contexts
- Coordinate and lead the editing, production, and distribution of the ECM Life magazine three times a year
- Oversee the gathering and distribution of EuroLink and Prayer Diary monthly via printed and digital format
- Assist in the organising and promotion of events
- 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. 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 always ready to articulate the vision and ethos of ECM Ireland
- Actively participate in team building
- Attend ECM Ireland staff meetings, prayer meetings and lead devotions when required
- 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.