

## **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 ThankQ, Office 365 and other Web Authoring Software such as Mailchimp
- Involvement in mission, particularly in Europe
- Experience using and managing social media platforms
- 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 Microsoft Office 365

#### **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.