

Job Description

Administration and Communications Co-ordinator

Bridge Builders is a Christian charity which works with churches, church leaders and other Christian organisations to provide training and support in dealing with conflict. Our vision is to see people resourced to live the transforming gospel of reconciliation in every aspect of their lives.

Our work focusses on:

- Strengthening the ministry of Christian leaders, by helping them to be more self-aware, and to develop greater skills, confidence and resilience for working with tensions and conflict in the church
- High quality training through residential courses, online training and day workshops
- Mediation and support for individuals and churches where tensions are high
- Coaching and consultancy for leaders facing change or major decisions

To support this work we are seeking a high quality and enthusiastic individual for the role of Administration and Communications Co-ordinator

Job Title	Administration and Communications Co-ordinator
Reporting to	Director of Training
Location	Home-based with occasional travel as necessary to fulfil the role. Laptop and printer will be provided. The role holder is expected to make provision for their own home broadband (if not already available) and to use this for conducting work tasks.
Hours	15 hours per week; the pattern of working to be agreed but essential to include regular day time availability
Salary	£18 - £20K pro rata A homeworking allowance, in line with current HMRC guidelines, will be paid to cover a portion of the costs of broadband, heating, electricity
Subject to reference	References will be requested. Please supply two – one from work and one personal.

ROLE SPECIFICATION

The role has the following main responsibilities:

Training Admin

- Prepare training and support materials as required by the Director of Training
- Managing bookings through website and Xero
- Manage venue bookings
- Arrange printing of course manuals

General Admin

- Manage email and telephone enquiries for work ensuring they get picked up and dealt with by the appropriate person
- Liaison with IT and Web support teams as required
- Provide appropriate administrative support for mediation enquiries and invoicing

Marketing and Communication

- Manage communications with supporters and customers via MailChimp
- Manage and develop social media content to maximise exposure of Bridge Builders
- Manage website content

PERSON SPECIFICATION

Essential requirements

Education and Experience

1. Good standard of general education.

Skills and aptitudes

1. Excellent communication and interpersonal skills.
2. Excellent computer skills and ability to pick up new software quickly.
3. Experience and proficiency in social media.
4. High standard of written English.

Personal qualities

1. Enthusiastic, hard-working individual, able to work on their own and to be part of a team that is dispersed geographically.
2. Highly organised with a good eye for detail.
3. Shows initiative and creativity within their remit and be adaptable to the needs of a small team engaged in varied work.
4. Enthusiastic about using social media and similar forms of networking to promote the organisation and for publicity.
5. Sympathetic to the aims and ethos of the organisation.

Desirable requirements

1. Experience of working from home.
2. Experience of working in a charity environment.
3. Familiarity with a Church or Church institution.