



Job title: Charity Administrator

(Maternity Cover)

Responsible to: CEO

Summary: To plan, manage, organise, and develop the services needed to support the mission and strategic initiatives by ensuring operational effectiveness and legal compliance.

Responsible for: Charity administration, financial administration, organisational development, some public relations and marketing, and HR.

Salary: £14ph (15hrs per week)

Main Duties:

- Carry out all bookkeeping duties, inclusive of payroll, expense claims, invoicing and expenditure, and preparation of regular management accounts.
- Working alongside the CEO in preparing the annual budget and reports, as well as where needed, assisting in grant applications and other funding requests.
- Overseeing our partner relations, helping us to regularly communicate with our prayer and financial partners through our newsletters, appeals, and direct communication. Seeking to create a partner journey for those interested in the work of Rural Missions.
- Maintain Charity Commission and Companies House compliance including the registration of Trustees and the preparation of our Annual Reports and Accounts and our return and submission to the Charity Commission and Companies House by the due date.
- Be responsible for the compliance on behalf of the Rural Missions board, ensuring the organization is compliant with the Charity and Companies Act, Data Protection, Safeguarding and Health & Safety.
- To take ownership and oversight of our CRM systems (Beacon) ensuring that data and reporting is accurate, and that the staff team are utilizing its functions to its fullest extent.

- One-off project management tasks, for example, Amplify Academy, Rural Missions Online Forums, and in-person conferences, as requested by the CEO.

Additional Responsibilities:

- To be committed to sharing about the wider work of Rural Missions, seeking to help us raise further partners for the work, prayerfully and financially.
- To be committed to and model all aspects of the ethos of Rural Missions by involvement in corporate and individual worship, Bible study and prayer and by contributing positively to the culture of Rural Missions, including mandatory team days.
- To represent Rural Missions at external events and conferences, promoting and marketing on stands
- To continue professional development in areas relating to the post and in consultation with the CEO.
- To undertake other duties as required by your manager.

Essential Criteria:

- Experience in bookkeeping, administrative functions, and charitable responsibilities.
- Excellent IT skills, and a strong working knowledge of a breadth of programs such as Office365.
- Excellent communication and interpersonal skills, with the ability to build effective relationships with diverse stakeholders, including church leaders, educators, and community members.
- Proven organizational and project management skills, with the ability to plan, prioritize, and execute tasks independently and collaboratively.
- Commitment to the values and mission of the Christian charity, including a personal faith and a desire to integrate Christian principles into ministry activities.
- Willingness to travel to rural areas as needed and to represent the organization at external events and networking opportunities.
- In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian.

Desirable Criteria:

- Experience in fundraising or partnership development activities, including the ability to articulate the mission and vision of the organization to potential supporters.
- Qualifications or training in finance, HR, Marketing, or a related field, with a demonstrated commitment to ongoing professional development.