



**We help Key Christian  
Workers to rent or buy an  
affordable home in London**

# **Administrative Assistant**

**Twelve-month maternity cover contract**



# About Mission Housing

The high property prices in England and Wales, even in some of the most deprived areas, can prevent key Christian workers from living in the communities they are seeking to serve. We help overcome this hurdle by providing shared ownerships and affordable tenancies to individuals, couples, families, churches and organisations. This is possible because of the generosity of individuals, churches, organisations and trusts who provide loans, enable us to rent their properties at below-market rates and donate properties to us.

We are currently supporting 122 shared owners and tenants (not including their children) in 64 shared ownership properties, 18 rental properties owned by Mission Housing and 7 rental properties managed by Mission Housing. Much of this is being made possible because people lend and donate money to us and allow us to let their properties at discounted rents.



Sam and Jen have been living and serving in Newham for almost a decade working with Crossway in Stratford. Sam works at Crossway as an Assistant Minister and they are both heavily involved in church life, focusing on families and children's ministry.

## Our values



### Faith driven

Our faith in God is what motivates us. We seek guidance from God in our decision-making and exercise faith in Him as we implement our actions. We are prayerful in all we do.



### Kingdom focused

We believe the kingdom of God is about the here and now. This shapes our understanding of holistic mission, our desire for people to encounter Jesus, and our longing to see individuals and communities transformed.



### Relational

We want to build meaningful relationships with those we support, and our lenders and donors. We recognise that we all have a unique role to play in God's mission – so we treat people as individuals. We are committed to working in partnerships with churches and Christian organisations.



### Good stewards

We desire to be generous in our support of key Christian workers. To do this we need to be wise with the resources God has entrusted to us. We ensure the necessary systems are in place for effective financial management and are committed to the principles of accountability and transparency.



### Striving for excellence

We do things well. We're not aiming to just be compliant – we endeavor to be a model of good practice. We are committed to high standards of housing for our shared owners and tenants.

# The Role

<b>Position</b>	Administrative Assistant
<b>Hours</b>	4 – 5 days per week
<b>Contract</b>	Twelve-month maternity cover contract
<b>Salary</b>	£22,500 pro rata
<b>Pension</b>	After three months you will be auto-enrolled into our pension scheme. This includes 5% employee contribution, 10% employer contribution.)
<b>Location</b>	Office based (Lewisham), some homeworking negotiable following probation period
<b>Line manager</b>	Operations Manager



Mission Housing is looking for a temporary Administrative Assistant to provide twelve months maternity cover for a member of the team.

We're looking for someone who shares our passion for enabling mission by helping people find suitable accommodation in the communities they are seeking to serve. Supporting our Operations Manager in the buying, selling and managing properties will be what you're doing day-to-day. You'll need to be a quick learner, as we need someone who will be able to hit the ground running. Good organisational skills, attention to detail, and being able to thrive under pressure are all essential. You'll also need to love working with people – that's because you'll be connecting with people all the time – staff, lenders, applicants, tenants, shared owners, banks, estate agents and solicitors.

No prior experience of property is needed as we will provide you with all the training you need.

## Role Description

### 1) Buying, selling and managing properties

Working with the Operations Manager and Finance Administrator to provide support in buying, selling and managing properties. Responsibilities include:

- Organising the surveyors visits for purchases and regular checks.
- Organising the insurance on new properties.
- Checking documents and carrying out background checks.
- Arranging fire, gas, electrical safety tests & other compliance matters and checking the progress of other maintenance work.
- Organising the property visit programme for all staff.
- Management of minor maintenance matters for all Mission Housing properties, both owned and managed.

### 2) Journeying with applicants

Working with the CEO, Operations Manager, and Supporter Engagement and Relationships Lead to journey with possible future tenants and shared owners. Responsibilities include:

- Processing application forms.
- Setting up, and being involved in, the interview process.
- Praying with our applicants and encouraging them to journey with us in faith for the outcome.

### **3) Social Media and Communications**

Developing and maintaining the online profile of Mission Housing. Responsibilities include:

- Planning ideas for posts, writing and designing posts, scheduling posts, replying to comments and monitoring the analytics.
- Website maintenance and updating to ensure the information is current, including uploading new cases for support, creating new layouts, liaising with the website programmer to implement structural changes.
- Blogs and Videos – asking associates to write a blog or do a short video that can be uploaded to social media or the website, includes providing questions to be answered and editing some videos.
- Email communications – Managing the Mail Chimp account and working with the CEO and rest of the team to produce and send out the monthly e-newsletter with a focus on content that encourages Christian faith and testifies to the provision of God and answered prayers.
- Producing banners, leaflets and guidance notes in the Mission Housing style; adding photographs, clip art and logos where relevant.

### **4) Governance**

Supporting the governance processes of Mission Housing. Responsibilities include:

- Working with the Operations Manager on the preparation and updating of policy and procedure documents for the Board.
- Monitoring the policy and procedures spreadsheet for the documents that need to be reviewed by Board members prior to a Board meeting
- Producing background information for Board meetings.

### **5) General administrative tasks**

Responsibilities include:

- Organisation and storage of paperwork, documents and digital files.
- Management and maintenance of sufficient stationery and associated office equipment.
- Supporting the Finance Administrator with the entry of banking and accounting data into the SAGE accounting system, including the rent accounting system.
- Being prepared to support other members of staff in their duties during busy periods, or to cover annual / sickness leave.
- Making sure other team members have what is needed to enable them to carry out their roles effectively.
- Participating in team meetings, prayer meetings, and helping to organise special events (e.g. the AGM).

### **6) Attitude and approach**

- Contribute to our collective promotion of Christian motivation and practice in our work and working relationships and contribute to a working environment of mutual Christian encouragement and growth.
- Work in recognition that when we honour Christ, we receive His blessing and bring glory to the Father, and that this should be our motivation rather than any material or personal gain.

### **Please note:**

This role would suit someone with no previous housing experience, or someone with several years of experience. We would adapt the role, and the training provided, accordingly.

This is a full-time role, but we would be willing to discuss offering the role on a part time basis for the right candidate. There may be an opportunity for the role to be extended on a part time basis after the twelve-month maternity cover contract has been completed.

## Person Specification

Essential	Desirable
<b>Qualifications</b>	
Good general standard of education including a minimum of English and Mathematics GCSE at grade A* - C or equivalent.	
<b>Experience</b>	
Working in an office environment. Learning and implementing processes. Building relationships with customers / other organisations.	Using a CRM system. Using a CMS system. Working in the housing (or related) sector. Working with solicitors.
<b>Skills and knowledge</b>	
Strong organisational skills and attention to detail. Ability to follow instructions and processes. Excellent communication skills – particularly in writing and one-to-one conversations. Highly competent IT skills including strong knowledge of Microsoft 365.	Knowledge of the process and regulations for buying, selling, and renting houses. Knowledge of updating and maintaining websites and social media channels. Knowledge of email marketing systems.
<b>Character</b>	
Enjoy working as part of a team and takes responsibility for own work. Honest, reliable and committed to learning. Proactive and able to cope under pressure. Has an active Christian faith.	

### The post is subject to an Occupational Requirement

Mission Housing serves and supports the Christian Church, the nature of the work requires that the postholder has an active Christian faith under the Equality Act 2010, Part 1, Schedule 9. All applicants must be committed to the mission, values and ethos of Mission Housing.

Our mission is to assist key Christian workers to carry out God's mission and ministry by providing a range of housing solutions.

## How to apply

For further information and to apply for this role please complete the application form and return by email to [judi@missionhousing.org.uk](mailto:judi@missionhousing.org.uk) or post to Mission Housing, 8 Belmont Hill, London, SE13 5BD.

The deadline for applications is 5pm on Friday 30 January 2026. Interviews are scheduled for Tuesday 10 February 2026 at our offices.

To find out more information about Mission Housing, visit our website at [missionhousing.org.uk](http://missionhousing.org.uk). If you have any questions, please contact Judi Feasey, the Operations Manager, by email on [judi@missionhousing.org.uk](mailto:judi@missionhousing.org.uk) or phone on 020 8159 9087.