

Müllers

Operations Administrator Application Pack



We are hiring!

We are looking for someone who is passionate to use their Christian faith to free children from material, relational, and spiritual poverty. We want to use the financial resources God gives us to see God's Kingdom of justice, peace, and hope made a reality in the parts of our world that need it most.

For this to happen, we need those gifted in administration to ensure the smooth running of our activities and processes. Focussing your time on the Operations Department, you will enable children to experience hope and wholeness by ensuring information flows where it needs to, activities are clear and organised, and teams equipped for ministry. This is part of our fresh investment into both our local and international work so that every child might encounter the Gospel, every year.

If you are organised, proactive, passionate for justice, and keen to see children thrive in life and faith, we would love you to apply.



Joel Preston
Charity Leader



Children being educated by our partner, Univida, in the favelas of Fortaleza, Brazil.

Terms of the role

Hours: 4 days (28 hrs) per week

Salary: £23.5k – £26k

Reports to: Operations Lead

Location: Office-based

Annual leave: 33 days including bank holidays

Contract: Permanent

Start Date: 02 March

We are open to amending the proposed hours, salary, and start date for the right candidate.

What difference will we make?

Our Vision

We want every child to encounter the Gospel, every year...

Our Mission

...therefore, we are working to free children from material, relational, and spiritual poverty.

Our focus

We will achieve our mission and our vision by;

1. Freeing children from poverty
2. Focussing people on Jesus
3. Fuelling leaders for mission



Our Values

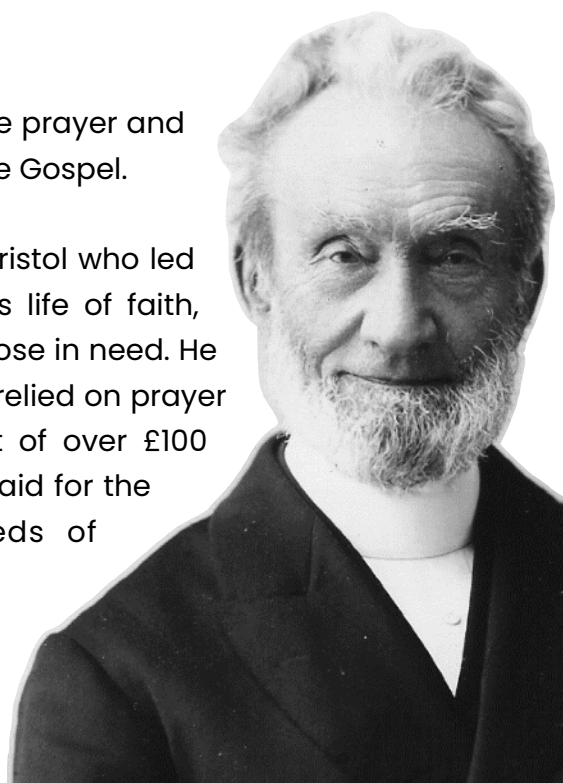
- **Faith in Jesus** – We believe that God is faithful still, and so we keep coming back to Jesus
- **Purpose in Kindness** – We believe that kindness and generosity change things, and so we collaborate purposefully
- **Justice in Hope** – We believe in righting wrongs, and so we strive to bring Hope and Justice
- **Kingdom-focussed in Ambition** – We believe we are stewards of what we've been given, and so we work with Kingdom-focussed ambition

Our History

For nearly 200 years we have supported Christians to combine prayer and care, seeing cycles of poverty broken and lives changed by the Gospel.

It all started with George Müller, a missionary and pastor in Bristol who led the Church in the revolutionary care of orphan children. His life of faith, prayer and action inspired people to follow Jesus and help those in need. He never once asked for a donation or went into debt, but solely relied on prayer for income. In doing this, he raised the modern equivalent of over £100 million, cared for 10,000 orphans, educated 121,000 children, paid for the poor to receive an education, and supported hundreds of missionaries.

Today, we carry on his legacy into the 21st Century, freeing children from material, relational, and spiritual poverty.





Children at Alpha Community Academy, Rwanda, praying prayers of thanks for refreshments.

Our Approach – The Scriptural Knowledge Institute

We deliver our charitable objectives through 'The Scriptural Knowledge Institute,' set up by George Müller in 1834. SKI (pronounced 'sky') is the name we give to all of the outward-facing impact work that takes us closer to achieving our vision.

There are primarily three methods our SKI teams use to free children from material, relational, and spiritual poverty: resourcing, educating, and connecting. All our current activities can be categorised into these three methods.

Resourcing

- Grant giving
- Donation administration service
- Ecumenical events

Educating

- Training
- Müllers' History
- Schools work
- Ministry Coaching

Connecting

- Local Church Partnership initiative
- Global Partnership Initiative
- Facilitating networks

The role of Operations Administrator is an important role that will enable the whole charity, and therefore our beneficiaries, to flourish. Your skills in organisation, eye for detail, problem solving, ability to follow a process, and passion for children will ensure our infrastructure is robust and sound as the whole team unites to pursue hope and justice for those in need.

Gifts Given: Global

£193,454

GIVEN IN GRANTS TO ORPHANS
OF THE WORLD PARTNERS (OoW)
FROM MÜLLERS' OWN FUNDS

£35,208

GIVEN IN GRANTS TO WIDOWS OF
THE WORLD PARTNERS (WoW)
FROM MÜLLERS' OWN FUNDS

£971,247

GIVEN TO OoW, WoW AND SKI
PARTNERS FROM DONOR GIFTS

Our giving in 2024/25
Click here to find out more

Gifts Given: Local

£19,939

GIVEN IN GRANTS FROM MÜLLERS'
NEXT GEN MINISTRY FUND

The goal of the Next Gen Ministry Fund is to resource churches and parachurch organisations in the Bristol region to engage with under 18s, helping them to explore the Christian faith and equip them to become life-long followers of Jesus. This years' focus was on Youth Outreach whereby we awarded nine churches with funding to support projects such as Youth Alpha Courses and salaries for a Youth Worker.

£27,062

DISTRIBUTED IN PARTNERSHIP WITH
THE BRISTOL CHURCHES CITY FUND,
FROM DONATIONS RECEIVED

The Context

Over the last 3 years, we have been on a journey to refine our mission, improve the impact of our giving, and increase the quality of our partnerships.

As a result we have stopped some ministry areas, ceased working with nearly 50 former partners, ethically closed down some funding streams, and reorganised our assets. This refining process has led us to the point where we are now ready to invest for growth in our international work. This new role is part of that investment.

Today, we have 146 partners working to free children from material, relational, and spiritual poverty:

- 60 'Orphans of the World' (OoW) partners, who are helping vulnerable children to thrive in the poorest parts of the world.
- 86 Missionary Partners, sharing the gospel in their local context.

Both these partners receive prayer support from Müllers, and utilise our 'Donations Administration Service,' facilitating financial gifts from third-parties. Our OoW partners also receive grants from Müllers' own funds.

Additionally, we have 14 local church partners, Bristol based, and committed to reaching under 18s in their local community. These partners, and other Bristol churches, have recently benefited from the new 'Next Gen Ministry Fund,' seeking to help under 18s come to faith.

Finally, we support the governance of the Bristol Churches City Fund, a third-party fund aiming to meet the needs of our city.

Job Description

1. To support the Deputy Leader in the administration of the charity

- Organising and administrating various meetings (e.g. Board meetings, Global Partnerships Committee, Partner visits etc.) by arranging dates, coordinating participants, setting up rooms and taking minutes etc.
- Administrating Müllers' database, including filing, attendance registers and managing mailing lists.
- Be part of the Reception Team, answering the phones and welcoming guests to the Trust and the George Müller Museum
- Support the work of the Deputy Leader in organising contractors, filing, database development, stock management, HR related administration, etc.
- To administrate the development and management of policies, under the direction of the Deputy Leader (e.g. safeguarding, Health and Safety etc).
- To support the organisation of the Leadership Team, managing diaries and sending emails where appropriate.
- Supporting the administration of our communications under the direction of the Comms Lead, such as updating information on the website, producing the Partner Update, responding to general email enquiries or scheduling social media content.
- Support the organisation of partner site visits and mission trips

2. To support the financial administration of the charity

- Working with the Charity Accountant to pay invoices and update bookkeeping software.
- Be part of the team setting up the monthly distribution of grants.

3. Play an active role in the wider Müllers Team

- Deputise for other admin roles (E.g. Missions Administrator) in periods of absence during critical stages of projects
- To assist in welcoming visitors to the George Müller Museum, approximately half a day per week.
- To lead team prayers approximately once a fortnight.
- To contribute to the fundraising efforts of the charity, namely through prayer for financial provision
- Undertake any other duties as may be requested by the leadership of the charity as may be commensurate with the responsibilities of the post.
- To work with the key values, ethos, equal opportunities, and other policies of The George Müller Charitable Trust. We depend on God's provision, through answered prayer, therefore there is a genuine occupational requirement to be a Christian. (See our statement of faith [here](#)).

Person Spec

Essential

- A. Excellent written communication skills with a good awareness of related cross-cultural dynamics.
- B. Excellently organised with a strong eye for detail.
- C. Excellent interpersonal skills and ability to work as part of a team.
- D. Experience in managing and processing information, including database management.
- E. Highly competent IT skills, especially proficient in Excel and Word.
- F. A commitment to prayer.

Desirable

- G. A qualification in a relevant field (e.g. business administration)
- H. An experience of cross-cultural mission
- I. An up-to-date understanding of safeguarding and it's relation to this role
- J. An up-to-date understanding of GDPR and it's relation to this role
- K. An understanding of the Charity Commission's guidance



Our partner, Mickey Okeyo, Kenya



School children we support in India



Worship at Müllers' Y&C Conference



The children's home run by our partner, 'House of Grace', Thailand



A youth ministry we support via a partner in the Philippines

Our Team

Leadership Team

Charity
Leader

Deputy
Leader
(Operations)

Trustees
(Volunteers)

Heritage Team

Heritage Lead

Heritage
Schools
Worker

Operations Team

Deputy
Leader
(Operations)

Operations
Administrator

Comms Lead

Charity
Accountant

SKI
Administrator

Ministry Development Team

International Development Team

Global
Partnerships
Lead

Missions
Administrator

Grants &
Impact
Officer

Local Development Team

Y&C
Development
Lead

Children's
Ministry
Support role
(Volunteer)

Theology Training Team

Theology
Training Lead

Deputy
Theology
Training Lead

[Click here to meet some of
our partners](#)



The Müllers Team, Christmas 2025

"I have absolutely loved working for Müllers. This has been the best team I have ever worked with, and Müllers the best employer I have ever had. I am so grateful to have been able to spend 3 years with you all."

A departing team member, Jan 2026.

How to apply

Please complete an application form and submit alongside a CV and contact details of 2 references. Application forms are available via www.mullers.org/vacancies. As we have 2 vacancies for similar administrative roles, you are able to use the same application form to apply for both if you desire. (See website for other role). Please ensure you indicate clearly on the form which role(s) you are applying for.

Please email these documents to Joel.Preston@mullers.org by **11pm on Monday 16 February 2026**.

Interviews are expected to be held in person on 23rd or 25th February at our offices. We reserve the right to close applications earlier than the stated deadline should we receive enough potential candidates. The successful applicant will be offered the role on condition of satisfactory references and DBS check.