

Title: Administrator

Hours: At least one day per week (*Flexible hours*)

Wage: Voluntary

We are looking for the right person to work with us; we are fun to work with but at the same time very motivated. We have a passion to reach people with the Gospel of Jesus Christ. For more information on our mission and vision please see attached Vision Pack. This role will be a developing role, as Pulse develops and we, as people, develop.

The right person will be asked to:

- provide administrative support so that the charity runs efficiently
- works to ensure that the charity is up to date in regards to health & safety, the charity commission, safeguarding, insurance
- resolve enquiries, take messages and redirect to the right team member
- keep the charity's documents and packs up to date
- take care of the daily financial running of the charity, including receipts, invoices etc
- manage the database, overseeing the regular communications through it
- pioneer new ways and systems to ensure the administration and IT of the charity is efficient
- minute meetings
- filing
- supply and manage office equipment
- carry out other relevant tasks as and when they arise
- work alongside other team members on specific projects

Pulse Ministries will provide:

- line management on the go, with some specific meetings
- agreed expenses
- training where appropriate
- free fresh air

The right person will need:

- to be a committed Christian preferably with a heart for children, young people and mission
- to be committed to the Mission and Vision of Pulse
- to have good computer skills
- to have some experience in administration skills
- to be able to get on with tasks alone and be self motivated
- to be reliable and flexible, willing to complete routine tasks
- to have a good sense of humour
- to have discretion whilst dealing with confidential and sensitive information
- to attend team meetings
- to be willing to complete a DBS check