

Programmes Administrator

JOB DESCRIPTION

BACKGROUND

Latin Link is an international community with a calling to love and serve God and our neighbour. Most members of Latin Link work in Latin American countries; some work with Latin Americans in other parts of the world. Others come from Latin America to work in Europe and elsewhere.

PERSON SPECIFICATION

Latin Link is looking for a gifted administrator with a passion for mission to work within our Programmes Department undertaking key administration tasks and taking the lead on safeguarding within our charity.

The ideal candidate will be well organised, with good time management skills. You will be able to demonstrate good use of initiative, with a willingness to be adaptable. We're looking for someone with excellent communication skills, who can relate to a broad range of people from diverse cultural backgrounds. The ability to maintain confidentiality is essential to the role.

This position has a genuine occupational requirement for the post holder to be a Christian. The person appointed should be comfortable working in an interdenominational Christian organisation and in agreement with Latin Link's Statement of Faith and Mission Statement.

MAIN RESPONSIBILITIES

- Work with the Head of Programmes and finance department to ensure the accurate monitoring and managing of funds relating to members and projects
- Respond sensitively and prayerfully to queries from members, especially regarding finances
- Take responsibility for keeping critical documentation, such as visas and contracts, up to date
- Take the lead on safeguarding within the Latin Link Britain and Ireland team
- Work alongside the Head of Programmes to provide care for our members
- Be willing to support other activities within the Programmes department as required
- Play an active part in leading devotions within team meetings and praying for the mission

SKILLS AND EXPERIENCE

Essential

- An approachable, friendly and outgoing nature with excellent interpersonal skills
- IT literate, confident in Excel, and in learning new IT systems and developing competence independently
- High level organisational skills, with the ability to effectively prioritise to meet deadlines
- Excellent written and verbal communication skills
- Good numeracy skills with the willingness and ability to learn basic accountancy skills
- Spiritual maturity to help members discern God's will relating to financial provision and stewardship
- Understanding of Christian mission

Desirable

- Experience of setting and managing plans and budgets
- Experience of Christian mission
- Experience of living or working in another country (ideally in Latin America)
- Understanding of safeguarding best practice
- Experience of member care for missionaries
- Experience of recruitment and interviewing
- Experience working for a charity or mission agency
- Familiarity with and enthusiasm for the work of Latin Link
- Knowledge of Spanish and/or Portuguese

TEAM CULTURE AND ETHOS

We believe that prayer is foundational to Latin Link fulfilling its mission to see vibrant, Bible-believing Christian communities in every part of Latin America, impacting their neighbours, their societies and the wider world.

Alongside the specific requirements of the role, we have a set of positive expectations of everyone who works as part of Latin Link. We ask each one of our staff to be:

- Committed to the Latin Link team and keen to further the work of the fellowship in every way possible
- Endeavouring to grow in their Christian faith and discover their God-given gifts
- Willing where possible to raise financial resources for Latin Link and promote the organisation
- Actively engaged in continuing personal development: learning through participation in professional development opportunities as well as from experience and feedback
- Able to work effectively in a team and willing to use their skills in ways which build up others
- Trustworthy, diplomatic and able to keep confidentiality
- Willing to give time to create strong working relationships with colleagues and our wider teams, as well as our members and supporters

ACCOUNTABILITY

The Programmes Administrator will report to the Head of Programmes. Latin Link seeks to ensure that all staff have opportunities for development and the learning of new skills relevant to their work.

TIME COMMITMENT AND FLEXIBILITY

This is a part time role of 21 hours per week. We welcome conversations around flexible working arrangements, including a hybrid between working in the office and working from home to help the right person achieve a good work/life balance. The Programmes Administrator is required to be in the office on a regular basis, to work outside of conventional office hours when needed, including occasional weekends and travel to other parts of the country.

SALARY

This salary for this role is £15,750 (£26,250 full time equivalent) per annum. All salaries are reviewed on an annual basis with any increase made from 1st April.

The appointment is subject to the satisfactory completion of a six month probationary period, after which there is three months' written notice period for both parties. Holiday entitlement for full time staff is 30 working days per year including bank and public holidays and part time staff receive a pro rata allowance. In addition to this we close for the period between Christmas Day and New Year.

NEXT STEPS

If you are interested in this role, we would encourage you to apply without delay. The closing date for applications is 23:59pm on **3 December**.

Interviews will be held on **Tuesday 9 December** and will be carried out by a small panel. There will also be some competence tasks to complete. **If you can't make this date and would still like to be considered, please let us know as soon as possible.**

Please complete the Latin Link application form and the equal opportunities form. These can be found on our website along with the job advert, at www.latinlink.org.uk/opportunities/pa. Please send the completed application papers to us at hr@latinlink.org.uk.

In the application form we ask for details of three referees (including email addresses) and any offer will be subject to satisfactory references being taken up.

If you would like to have an informal conversation about the role before expressing your interest, please contact Kathie Davis-Bater, Head of Central Services and HR, on 0118 957 7120.