



JOB TITLE
Operations and Administrative Support Officer – 37.5h/week (FT)
LOCATION
The location of this post will be The Faith Mission HQ, 548 Gilmerton Road, Gilmerton, Edinburgh, EH17 7JD
REPORTING TO
Board of Trustees (but in relation to routine operations - to the Mission's Directors, SMT and College leadership)
ORGANIZATIONAL CONTEXT
<p>The Faith Mission is an unincorporated Scottish charity which also has a registration in the Republic of Ireland. It was founded in 1886 by John George Govan as a religious organisation for the purposes of evangelism and Christian ministry in the rural areas of the Great Britain and Ireland.</p> <p>The overall purpose of the Faith Mission is:</p> <p><i>“To reach through passionate evangelism the lost of all age groups, particularly in the villages and rural areas of Great Britain and Ireland, and by biblical teaching to encourage holiness of heart and life in Christian people.”</i></p> <p>This purpose is undertaken through three core ministries, as follows:</p> <ul style="list-style-type: none"> • Rural Evangelism – As an interdenominational agency, The Faith Mission works closely with all Christian churches that share a similar concern for passionate evangelism and evangelical truth, especially in areas where there is little or no biblical witness. • Biblical Training – The Faith Mission Bible College is a ministry of the Faith Mission and exists to train people for a variety of roles in Christian ministry and service. • Christian Literature – FM Bookshops is the literature ministry, which is positioned on the high street of various towns and cities in Northern Ireland and Scotland. It provides a neutral location where people can explore the Christian faith through literature or conversations in a relaxed café environment.
ROLE PURPOSE
<p>Together with the Board of Trustees, the Faith Mission General Director, the Regional Directors and SMT the Operations and Administrative Support Office exists to support the delivery of this purpose by ensuring the smooth running of the organization.</p> <p>The main purpose of this role is to oversee the operational and administrative tasks as well as</p>

ensure compliance with all relevant internal and external policies and legislative requirements, while providing oversight of all the Mission's administrative processes.

This is a fixed term support role to provide oversight of key responsibilities during a period of leadership and management restructure.

There is a genuine **occupational requirement that the appointee is an evangelical Christian**, willing to affirm the Faith Mission's Statement of Faith, and is supportive of the wider work of the Faith Mission.

JOB OVERVIEW

The ideal candidate will demonstrate exceptional leadership, strategic and analytical thinking, and a strong proficiency in administration and organizational management. Superior interpersonal skills and the ability to manage multiple priorities effectively are essential. As the future **Operations and Administrative Support Officer**, the selected individual will play a key role in optimizing organizational efficiency, ensuring seamless administrative operations, and supporting the Mission's leadership in advancing our vision and strategic objectives.

Education and Qualifications Requirements:

- Degree in business administration or equivalent
- Professional qualifications relevant to the post (Administration, Legal, etc.)

Experience :

- 5+ years of experience managing a complex organisation's administrative operations, finances, or strategies.
- Experience in a senior role in an area relevant to the post
- Experience of staff management in a senior role
- Understanding of charities operations and administration
- Understanding of risk management and key risks facing charities
- Advanced knowledge of Data Protection

Personal Skills:

- Strong management skills and excellent people skills
- Broad knowledge of business departments and their functions.
- Ability to operate effectively in a demanding team environment, paying attention to details.
- Self-motivated and able to act on own initiative.
- Exceptional organisational skills and time management
- Good interpersonal and communication skills, including oral and written.
- Reliable and displaying superior problem-solving skills.
- Strong ethical leadership abilities.
- Strategic thinker.
- Budget management experience.
- Excellent computer skills

Essential Occupational Requirements:

- A committed Christian - this is an occupational requirement under the Equality Act 2010.
- The **Operations and Administrative Support Officer** will engage with Members and employees at all levels of experience and seniority across the Mission as well as external prayer and financial supporters. As such the **Operations and Administrative Support Officer** will be expected to contribute to the spiritual life and vitality of the Mission.
- A full membership of, and serving in some way in, an evangelical church (from which a supportive reference will be requested).
- Fully sympathetic with the Faith Mission's Statement of Faith and supportive of the wider work of the Faith Mission.
- Viewing the position as a Ministry Calling to work for the advancement of God's kingdom through the work of the Mission.

ROLES AND RESPONSIBILITIES

Governance

Acting as secretary to the Board and Mission's Councils, supporting the Mission Leadership in planning & preparing relevant documentation for all the Board and Council meetings:

- Execute agreed business strategies and manage the overall operations
- Ensure efficient record-keeping
- Taking proficient minutes
- Tracking decisions & actions agreed
- Supporting the leadership in effective communication after meetings

Compliance

Monitoring compliance processes for the entire Mission and reporting to the Board of Trustees on fulfilment (or any breach), ensuring its legal obligations have been fulfilled in all key areas and in all relevant jurisdictions.

Administration

- Ensuring all relevant insurances are in place and up to date
- Chief Liaison with IT support to ensure smooth operations
- Oversight of HQ Team and Line management of Admin Assistant
- Improving FM Data storage management and record keeping
- Maintaining accurate records of vehicles and property
- Working with SMT to implement Risk Management Policy
- Legacy administration
- Performs other related duties as assigned to meet organizational needs

HSE

General oversight of this specific area of compliance across the Mission and regular reporting to the Board to ensure consistency and the application of best practice.

Property

- Ensuring effective discharging of Landlord responsibilities for properties attached to HQ

- Maintaining compliance with landlord registrations
- Providing central support for property acquisition, disposal and significant matters of repair or development projects

Publicity and Public Relations

- Supporting Mission Leadership with editorial responsibilities for FM publications
- Supporting the Mission Leadership in official correspondence
- Providing Central Support to the Mission Leadership in handling all queries of an operational and administrative nature.

Please a summary of the Person Specification criteria in the table below:



Person Specification	Essential	Desirable	How Tested
Education & Qualifications			
Degree in a relevant subject	✓		Application Form
Professional qualifications relevant to the post (Administrative, Legal, etc.)		✓	Application Form
Experience & Competencies			
Strong management skills and excellent people skills	✓		Application Form, Interview
Broad knowledge of business departments and their functions.		✓	Application Form, Interview
Ability to operate effectively in a demanding team environment, paying attention to details.	✓		Application Form, Interview
5+ years of experience managing a complex organisation's administrative operations, finances, or strategies.		✓	Application Form, Interview
Exceptional organisational skills and time management	✓		Application Form, Interview
Good interpersonal and communication skills, including oral and written.	✓		Application Form, Interview
Reliable and displaying superior problem-solving skills.	✓		Application Form, Interview
Strong ethical leadership abilities and a strategic thinker	✓		Application Form, Interview
Understanding of financial administration of charities		✓	Application Form, Interview
Budget management experience.	✓		Application Form, Interview
Excellent computer skills with a good knowledge of Microsoft Office (Outlook, Excel, Word, etc)	✓		Application Form, Interview
Self motivated and able to act on own initiative		✓	Application Form, Interview
Experience in a senior role in an area relevant to the post	✓		Application Form, Interview
Outstanding team player who demonstrates collegiality and flexibility.	✓		Application Form, Interview
A committed Christian - this is an occupational requirement under the Equality Act 2010.	✓		Application Form, Interview
Fully sympathetic with the Faith Mission's Statement of Faith and supportive of the wider work of the Faith Mission.	✓		Application Form, Interview

Please note: Candidates will be required to submit their updated CV and the completed FM application form, before being asked to attend the interview and provide relevant work and church references.