



METRO WORLD CHILD UK OFFICE ADMINISTRATOR

**Are you a motivated, organised individual looking for a job with meaning?
Would you enjoy seeing 1000's of children in the UK come to faith and at the same time make a difference in the lives of children in adverse circumstances?**

Metro World Child is a dynamic, impacting, fast growing Christian ministry, investing in the lives of more than 1.7 million children worldwide. Reaching children is our passion and through our UK schools ministry programme, children's lives are placed on a different path, enabling them to have hope and a future.

If you are looking to make a difference and you enjoy working on the administrative side of things, this opportunity is for you.

Role Purpose

Coordination and facilitating of daily office activities and to promote awareness of the work of Metro World Child.

Job type: P/T, F/T, Flexible hours

What you can expect

- Coordination of daily office activities
- Promoting and raising awareness of the work of Metro World Child
- Marketing and partnering with schools and churches
- Developing and Strengthening the relationships with our wonderful MWC prayer network and funding partners putting faith into action in this Christ led project.
- Managing quarterly newsletters, PR and at times event management: assist with Metro Leaders' yearly UK tours
- Accounting and book keeping (Sage/Xero)
- Initiating and carrying out banking activities (deposits, payments, transfers, invoices, bank statements)
- Responsibility to the UK director

Your Profile

- Experience with MS Office, especially Word and Excel
- Experience with Google Applications is welcomed
- Ability to be flexible and work with a dynamic team
- Willingness to learn
- Good communication skills - verbal and written
- Experience in Sage/Xero
- This role has an occupational requirement under the Equality Act 2010 that the post holder be a practising Christian.

Your Benefits

- Living wage TBC dependent on experience and qualifications
- Working with a team around the globe
- Making an eternal difference in children's lives