



Mountain Of Fire and Miracles Ministries International UK

21 Queensway Ponders End, Enfield London UK EN3 4SZ Charity No: 1100416. Tel: 02088045577 Web: www.mountaintoffire.org.uk

Mountain of Fire & Miracles Ministries (UK) seeks a Central (Headquarters) Administrator for Non-Pastoral Affairs

The Mountain of Fire and Miracles Ministries (MFM) in the United Kingdom seeks a proactive and innovative Central Administrator for Non-Pastoral Affairs

Due to widespread and ongoing changes in the Ministry/Charity, the role of Central Administrator has been split into:

- 1) MFM UK Central Administrator for Pastoral Affairs
- 2) MFM UK Central Administrator for Non-Pastoral Affairs.

MFM currently has almost 100 establishments across the UK, comprising mainly of Branches and Prayer Centres. MFM UK has experienced explosive growth since it was registered as a Charity in the UK some 15 years ago. To adequately handle this growth and prepare for its continuation, various changes have had to be made. There is to be a streamlining of the number of UK branches through a branch merger plan which will be rolled out in the first quarter of 2019. To support and assist with the merger rollout and other wide-ranging changes in the Charity, it is vital to separate the Admin function and appoint a Central Headquarters Administrator for Non-Pastoral Affairs. This will serve to strengthen and formalise our existing structures, systems and processes, and where necessary, work with various arms and officials of the Ministry/Charity, to create new ones.

The successful candidate must be committed to working closely with the Board of Trustees and leaders of the Management Committee as well as the Central Accountant, and Central Administrator for Pastoral Affairs, in the delivery and implementation of a rigorous wide-ranging cultural change strategy. **This is a senior position with overall national responsibility for the Ministry/Charity's non-pastoral administration.** It involves co-ordination of the day to day running of the Charity, ensuring compliance with the requirements of UK laws and regulations; handling or directing complaints to the appropriate officials in the Ministry/Charity; assisting the Board of Trustees and leaders of the Management Committee with statutory functions when delegated; liaising with the MFM UK Central Administrator for Pastoral Affairs in the co-ordination of the Charity/Ministry's national Annual Events and Special Programmes. The post holder will also be required to attend key meetings of various groups and committees in the Charity/Ministry. He/She will be responsible for overseeing the maintenance and management of the Ministry/Charity's assets, facilities and properties in conjunction with the MFM UK Facilities Manager.

A successful candidate will be one who can demonstrate that they are prepared to work constructively within tight timeframes, sometimes during unsocial hours, in an organisation with diverse members and staff at all levels. The candidate must be able to demonstrate with concrete examples, that he/she is a highly effective communicator, with advanced people-skills and the ability to work productively under pressure both alone, and as part of many teams, some of whose membership and practices may be greatly challenging and initially unfamiliar. The candidate must also be able to demonstrate that he/she possesses highly polished stakeholder management experience, since managing and getting the most out of these internal relationships is pivotal to driving forward an effective Administrative Service across the Ministry/Charity. The candidate must, at all times, be prepared for the unexpected; and be prepared to work harmoniously and fruitfully with very challenging and unique Service users of the Central Administrative function.

The **Central Administrator for non-Pastoral Affairs** will supervise the MFM UK Regional Administrator; and have a team of administrative staff based in the Central Admin Office, assisting and reporting to him/her. He/she will also be a member of the MFM UK Management Committee, reporting to the Chair and Vice Chair of the Management Committee, who in turn report to the General Overseer and Chairman of the Board of Trustees.

The position of MFM UK Central Administrator for Non-Pastoral Affairs is **voluntary FOR ONLY the initial 12 months**. The 12 month period is extendable. ***If performance during the initial 12 months is***

considered sufficiently exemplary, the position may (if extended) be altered to become a part-time salaried position. This will depend on many factors, including performance in the first 12 months, and the policies governing the Charity/Ministry at the time.

Whilst the position is voluntary for the initial 12 months, all reasonable travel and other necessary expenses incurred in the course of performing the duties of a Regional Accountant shall be reimbursed by the Charity/Ministry in line with the Accounting Policies and Guidelines of MFM UK.

Essential Requirements and Skills

- 1) Minimum B.A Hons degree (preferably in a relevant area such as Business Administration, Organisational Management, etc).
- 2) Experience in assisting organisations to ensure compliance with the requirements of Regulatory and Legal bodies. For instance, an awareness of, and commitment to, preventing matters that may lead to Statutory Inquiries or scrutiny from public bodies and the media.
- 3) You should be a longstanding member of MFM in the UK and have an understanding of the mission of MFM as a Charity in the UK, as well as a commitment to its spiritual vision and doctrines of faith.
- 4) Experience in formulating and maintaining Administration databases.
- 5) Previous experience working with very challenging client groups
- 6) Previous experience working in a multi-cultural environment
- 7) Cultural awareness and ability to work with a client group that is diverse in numerous ways.
- 8) A working knowledge of the Accounts and Finance requirements of the Charity Commission, HMRC and other UK regulatory bodies
- 9) A basic knowledge of employment law and legislation
- 10) **Demonstrable** significant experience in Administrative Strategy & Operations
- 11) Ability and willingness to pay close attention to detail whilst digesting and commenting or acting upon large amounts of paperwork within tight timeframes.
- 12) This is a role primarily based in London. However, you must be able and willing to occasionally attend to matters in locations of the Ministry/Charity outside London and throughout the UK, at short notice.
- 13) Demonstrable humility and obedience to constituted authority.
- 14) Demonstrable ability to calmly and firmly handle unpleasant occurrences and difficult staff and volunteers, as well as outsiders; when these arise (as they do) in the course of delivering the Non-Pastoral Admin function.
- 15) Experience in assisting organisations to ensure compliance with Health and Safety at Work and Safeguarding Legislation and Good practice.
- 16) Excellent speaking and writing skills, as you will be liaising with outsiders on behalf of MFM UK.
- 17) Ability to manage demands from various teams, groups, individuals (externally and internally) all at the same time.

Preferred Requirements and Skills

- 1) Experience in conducting investigations in the workplace (especially disciplinary investigations)
- 2) Experience in interviewing junior staff (paid and unpaid)
- 3) Previous experience working in the Charity Sector
- 4) You will from time to time be dealing with vulnerable individuals and families. For this reason, you will require a great deal of tact, sensitivity and empathy.
- 5) Experience in assisting organisations to ensure compliance with the requirements of Regulatory and Legal bodies. For instance, an awareness of, and commitment to, preventing matters that may lead to Statutory Inquiries or scrutiny from public bodies and the media.

OTHER:

- 1) You must have a demonstrable right to live and work in the UK free of all limitations and conditions.
- 2) You should familiarise yourself with the contents of the MFM UK Staff Handbook (copies of this may be obtained from Pastor Ayo Oluwalagba, MFM UK Pastoral Affairs Administrator)
- 3) You must not have a criminal record (whether or not it is a spent conviction) especially if the record involves fraud, money laundering, dishonesty or sexual offences
- 4) You must be prepared to undergo an enhanced DBS check

Application is by C.V and covering letter (with a recent passport photograph attached) stating in no more than two typed pages of A4, why you consider yourself suitable for this position. **Where this advert**

refers to “demonstrable” skills/qualities or states that “evidence of.....”is required, your C.V and/or covering letter should contain suitable examples and evidence.

Your application should contain the names and contact details of three referees, one of who should be your current or former Branch Pastor or Regional Overseer. A second referee must be a current or previous professional/employment-related or academic referee. All three referees must have known you for at least 2 years.

If you are shortlisted for interview, you will be notified in writing and given a date and time to appear before a selection panel. That panel will provide a Report to the General Overseer (who is also the Chairman of the Board of Trustees) on all candidates interviewed.

All applications should be sent BY EMAIL ONLY, to adminoffice@mountainoffire.org.uk

All applications must be cc'd to mcukcontact@mountainoffire.org.uk.

Closing date for receipt of all applications is 28th July 2019.

If you have any queries about the Application or Selection Process, please send them IN WRITING to mcukcontact@mountainoffire.org , cc'd to adminoffice@mountainoffire.org.uk

Applications made in any way other than by email or sent to only one of the email addresses given in this advert; OR not made in accordance with the instructions in this advert, or are received after 28th July, shall not be processed.

The Lord bless you as you join hands to build the Lord's vineyard.



Dr D.K Olukoya

GENERAL OVERSEER MFM WORLDWIDE & CHAIRMAN OF MFM UK TRUSTEES

07-07-2019