

Director of Admin advert, MFM International

Job title: Chief Administration Officer

Salary: up to £100,000 subject to skills, experience and qualifications

Accountable to: Trustees

Directly Responsible for: Central Administrator

Indirectly responsible for: Divisional Administrators

Location: Edmonton with UK wide travel

Closing date for applications: 21st October 2020 at 12.00 pm

We wish to employ a Chief Administration Officer. This is a key and senior position in the Ministry, based at the Edmonton Central office. The Chief Administration Officer has overall responsibility for the strategic and operational direction of the Ministry. They Plan, direct, and oversee the Ministry's operational policies, rules, initiatives, and goals. They will help execute long-term and short-term plans and directives by implementing judgement, vision, management, and leadership. They will lead the development and delivery of Ministry's Strategy and Policy as determined by the Trustees. Accountable to the Trustees, the Chief Administration Officer is responsible for the successful running of the Ministry and will work closely with other senior staff including the Director of Finance, Central Administrator and Ministerial Co-ordinator.

They must be able to work creatively within the unique context of the Ministry and be culturally sensitive. They must build partnerships with local communities which they serve, and with other institutions and organisations.

The Chief Administration Officer is responsible for the overall success of a Ministry and for making top-level managerial decisions. They lead the Senior Management Team.

The successful candidate will have a demonstrable track record of successful strategic and operational leadership at a senior management level in a complex organisation and evidence of leading strategy and ensuring that resources are in place to ensure effective and sustainable delivery in the charity sector.

We offer 25 days annual leave plus 8 bank holidays, Family Friendly policies and competitive salaries as well as the opportunity to help make a positive mark in the Ministry.

Please note that you will need to be eligible to work in the UK in order to apply for this position. You must provide proof of Right to Work in the UK.

Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).

For further information and to request a copy of the job description, please email adminoffice@mountainoffire.org.uk and indicate which position you are interested in.

To apply for the position, you are required to send a copy of your CV and a supporting statement showing how you meet the essential criteria in the person specification.

Completed applications should be sent to adminoffice@mountainoffire.org.uk, latest by 12.00 pm on 21st October 2020. Please add Application for Chief Administration Officer in the subject of your email. Only applicants who meet the essential criteria in the person specification will be interviewed.