

Open Doors International is looking for a

# TEAM ADMINISTRATOR (PEOPLE & CULTURE)

0.6-0.8 FTE

Are you a self-motivated, proactive and well-organized individual who thrives when working on multiple projects and deadlines at the same time? Are you passionate about delivering consistently high standards when serving and supporting teams? Then our global People & Culture team at ODI is looking forward to welcoming you!

The person we are looking for has highly developed interpersonal and communication skills, with the ability to be flexible and supportive. You will have experience of working in administration, including data gathering and analysis, written communications and planning.

This role will report to the Director of People & Culture, and work closely with the wider people team.

## YOUR KEY RESPONSIBILITIES

- Support the People & Culture team, including the Director: plan schedules, team meetings and events, design and write documents, support with research and analysis, and organize events like our global People & Culture conference.
- Project Work: Assist the team with research, analysis, preparation, communication and drafting official documents.

## YOUR PROFILE

- Committed Christian with a heart for the Persecuted Church.
- Fluent in spoken and written English

Open Doors is an international, interdenominational organization that supports Christians who are persecuted for their faith.

Open Doors International supports the worldwide organization with services such as Communications, Marketing, People & Culture, Advocacy, IT, Program Management, Finance and Global Research by working in a service-oriented way with teams and colleagues in countries with an Open Doors Development or Field office.

Global People and Culture team at ODI works under the leadership of the Director of People and Culture and consists of the ODI HR team and of HR specialists on Learning & Development, Staff Security, Safeguarding and Internal Communications & Engagement.

- Experience in spreadsheets and databases to intermediate level
- Warm and welcoming to colleagues and guests
- Well organized, efficient, self-motivated and proactive
- Flexible, servant-hearted and positive. Able to adapt approach to provide best support
- Experience of working within a team to meet deadlines and manage projects collaboratively
- Cross-culturally sensitive

## OUR OFFER

Working at Open Doors means that you are actively involved in serving the worldwide Persecuted Church. We offer you a versatile position in an international, dynamic environment, a professional team and the opportunity to grow professionally and personally. As a global organisation we are used to combining working from home with working from the office and to have flexible working hours. This position is preferably based in the UK, within easy reach of Witney, Oxfordshire.



## INTERESTED?

Please send your email with your resume and short motivation to the HR department of Open Doors International: [vacancy@od.org](mailto:vacancy@od.org) before 28<sup>th</sup> February 2025.

If you have questions about the position, please use this same email address. We will assess applications on a rolling basis.

*Open Doors expects its employees to behave with integrity and carefully consider the rights and interests of others.*