

Young Life International

South London Administrator (Job Description)

Salary: £14.40/hour (includes Outer London Weighting)

Average weekly hours: 20

Line manager: South London Director

Essential Prerequisites (from Young Life's Bylaws – article VII)

“Because of Young Life’s exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that each and every employee and volunteer of the corporation should minister as a servant of God whose primary responsibility is proclaiming the gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Saviour and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the Young Life Statement of Faith. Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfil such ministry functions as may be required by the organisation; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitation, those related to religious belief or ministry activities.”

Purpose of the Position

To support the development and sustainability of the ministry of Young Life International (YLI) to young people in South London by undertaking essential communications, community cultivation and administrative tasks.

Essential Duties

Executive Assistant to the South London Director

- Support the South London Director with communications, community, meetings, events and administrative functions as required.

Communications Coordination & Support

- Ensure regular email communications with staff, local volunteers, community support team members and supporters in conversation with the South London Director.
- Manage relevant lists/groups.
- Respond promptly and professionally to both internal and external email and telephone enquiries and/or connect people with the appropriate person.
- Source stories and images from local areas to use in ministry updates and London-wide communications.
- Update and maintain the South London area pages of the Young Life International website.
- Assist the South London Director with the composition and production of digital and/or hard copy publicity materials as requested.
- Coordinate with the London administrator, UK Operations team and US Services Office as needed.

Financial Management

- Conduct training sessions for area treasurers on policy and best practices in liaison with the UK Finance Administrator.
- Process and track budgets and cash flow accurately for South London areas supporting Area Directors.
- Maintain confidential list of South London givers.
- Initiate donor care and Thank You’s as requested by the South London Director.
- Ensure South London Area budgets are completed in a timely manner (annual).
- Complete Third Party Payment Request forms for the paying of invoices when needed.

Statistics & Records Keeping

- Coordinate South London-level volunteer applications and DBS checks to ensure all field staff, volunteer leaders and Community Support Team members, involved in youth work in South London, are fully approved in our systems.
- Maintain accurate and up-to-date records of field staff, volunteers and Community Support Team members in South London, including names and contact details.
- Submit weekly and monthly ministry numbers for South London areas to the Central Office via the YL Connect platform.
- Ensure appropriate Risk Assessments are being completed.

Training Coordination & Meetings

- Track the completion of Child Protection & Safeguarding modules and other relevant training, assisting in scheduling of these where needed.
- Coordinate the training schedule and staff attendance at regional and divisional conferences and trainings.
- Where agreed and possible, attend and participate in staff conferences in the UK and overseas.
- Attend and participate in staff and Community Support Team meetings as agreed with the South London Director.
- Provide any administrative support needed for meetings.

Camp administration

- Ensure staff understand and complete the UK & Ireland camping request process and meet deadlines (R1, R2).
- Facilitate the distribution of publicity and sign-up forms for local day camping and residential summer camping.
- Coordinate with field staff to ensure timely collection of camp forms from young people and leaders in South London areas.
- Process, track and follow up payments from young people and leaders for camp, in collaboration with the Area Director.
- Work alongside the Area Director to organise and implement logistics for transporting local YLI groups to camp.
- Submit camping statistics post-camp as requested by the regional administrator.
- Support in local day camping plans and implementation as agreed with the South London Director.

Other

- Perform any other reasonable task as requested by the South London Director.
- Occasionally assist with requests from global, Europe and UK & Ireland leadership.

This role requires meticulous attention to detail, excellent organisational skills, and the ability to communicate effectively with diverse groups of people. The successful candidate will play a pivotal role in ensuring the smooth operation of administrative processes across South London areas.