

# parenting for faith®

## Administrator

### Who we are

Parenting for Faith is one of the four ministries of the BRF Ministries charity. BRF Ministries is a Christian charity that is passionate about enabling people of all ages to grow in faith and understanding of the Bible. BRF Ministries resources the spiritual journey of individuals and the mission and ministries of local churches.

Whatever their age, wherever they are on the journey towards God, our desire is to see more people...

- growing in understanding of the Bible
- encountering God and experiencing vibrant Christian faith
- equipped to exercise gifts in leadership and ministry.

We are a values-led organisation and they are the heart of all we do. Our values are:

- We respect others
  - We value the contribution of every individual, are honest with each other and allow people to experiment and try new things
- We give our best
  - We achieve the best results with the time and resources available
- We are collaborative
  - We seek opportunities to build relationships and work with others towards shared goals
- We are adaptable
  - We have positive, can-do attitudes, demonstrating flexibility in our approach and determination to succeed
- We are creative
  - We encourage pioneering ideas and ways of thinking, continually looking for ways to improve what we do

## The role

**Main purpose:** to professionally, proactively (and reactively as required) deliver all administrative aspects of this Parenting for Faith scaling project. Success for this role is ensuring excellent administrative and logistical support for all aspects of the project and releasing the rest of the Parenting for Faith team from administrative tasks to concentrate on scaling, PR and marketing, and resource and relationship development.

**Reporting to:** Parenting for Faith Ministry Lead

**Location:** Home-based with regular visits to the BRF office, Abingdon

**Hours:** Full-time (37.5 hours per week)

**Salary:** £25K – £27K dependent on experience

## Main tasks and responsibilities

- Be the first point of contact for all Parenting for Faith enquiries.
- Manage the Parenting for Faith inbox and refer complex queries to the appropriate team members.
- Support the rest of the Parenting for Faith team in their work with networks, volunteers and freelancers, maintaining databases and processing resource needs.
- Organise events including training days and conferences, managing logistics and publicity.
- Support freelancer administration including issuing contracts and arranging payments.
- Assist freelancers with handling administrative tasks related to their running of BRF-led courses.
- Assist in collecting and analysing feedback and producing reports.
- Take meeting notes, prepare agendas, and track actions.
- Coordinate meetings, travel, and accommodation for team and filming activities.
- Support website maintenance tasks and ensure digital resources are current.
- Assist the team with communications and deadline and activity reminders.
- Liaise with internal BRF teams on event and resource sales logistics.
- Facilitate the administration of online and in person conferences and events.
- Support Parenting for Faith Resource Coordinators and the freelance training team with administration of the full range of courses (including Parenting for Faith, Bite-size Babies and Toddlers, Parenting Teens, Parenting as a Church Leader).

## Skills and experience

### Essential

- Strong commitment to the aims of both Parenting for Faith and BRF Ministries.
- Excellent administrative and organisational skills.
- Experience of working in an administrative or support role.
- Excellent communication and interpersonal abilities.
- Proficiency using Microsoft Office and digital tools.
- Attention to detail and ability to manage multiple tasks.
- Self-motivated, proactive, and able to work independently.
- Good team player with a flexible and positive attitude.
- Ability to work well with colleagues, key partners and organisations at all levels.
- Ability to develop and manage relationships and be reliable and consistent in follow-up.
- Ability to listen to and value the contributions of others.
- A positive attitude, ability to take on a variety of tasks; flexible and adaptable and able to work well under pressure.
- Excellent team player willing to 'chip-in' to get the job done.
- A commitment to ongoing personal and professional development.

### Desirable

- Experience with event coordination.
- Knowledge of Parenting for Faith resources.
- Experience working in or with churches or Christian organisations.
- Familiarity with website content management systems.

## Benefits

- 25 days' holiday per annum (increasing by 1 day per full years' service up to a maximum of 30 days), plus Bank Holidays (both pro rata'd for part-time workers)
- Additional 3 days off between Christmas and New Year, at trustee discretion
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Health Shield health care cash plan (after successful completion of probationary period)
- Flexible working opportunities including generous flexitime scheme allowing employees to accrue time and earn additional days leave
- Employee Assistance Programme with access to financial advice, career coaching and counselling
- Staff discount scheme
- Learning and development opportunities
- BRF Ministries is proud to be an accredited Living Wage employer

*There is an occupational requirement that the role holder is a Christian, and this is a genuine occupational requirement (GOR) exclusion as defined by the Equality Act 2010.*

We welcome applicants from all backgrounds and communities, particularly those that are under-represented within our staff team. This includes, but is not limited to, people from Black, Asian, and other ethnic groups.

To apply, please send a current CV (2 pages max) and complete the application form and return to [peopleadmin@brf.org.uk](mailto:peopleadmin@brf.org.uk) **before midnight on 30<sup>th</sup> May 2025**

By applying for this role, you agree to BRF Ministries processing your personal data supplied in your application for the purpose of recruitment and selection. For further details regarding how BRF Ministries processes personal data, please visit [www.brf.org.uk/privacy-policy/](http://www.brf.org.uk/privacy-policy/)

**Closing date: 30 May 2025 at 23:59**

Shortlisting will occur on a rolling basis. Interviews will be scheduled for mid June 2025. The position may be closed early if a suitable candidate is found however, so apply early if you are interested in the role.