



**JOB TITLE:**           **Camps and Missions Administrator**

**PART TIME ROLE:** 5 mornings a week - 9.30am to 1pm.  
Including some evening work, on average 2 evenings  
a month

**OFFICE:**               157 Albertbridge Road, Belfast, BT5 4PS

**REPORTS TO:**        Outreach Ministry Leader

This is an exciting new role within the growing Camps and Missions Department of SUNI. As this aspect of the ministry continues to expand, the need for strong administrative and organisational support becomes even more important. Along with the Outreach Ministry Leader and Operational Support Worker, the Camps and Missions Administrator will help to ensure the effective and efficient running of the department and its programmes.

**Main tasks:**

- Representing the department and SUNI
  - Acting as the first point of contact for team leaders, volunteers, church leaders, parents and others contacting the department
  - Representing the Christian ethos of the department and SUNI in all interactions inside and outside the office
  
- Ensuring clear and effective communication with Team Leaders:
  - Distributing and collating summer surveys and team accounts
  - Liaise with Team Leaders to gather information for summer publicity & volunteer website
  - Alongside OSW, communicate with Team Leaders around the application process for the summer teams
  - Co-ordinate supplies required for Camps and Missions teams

- General administrative tasks:
  - Provide a point of contact for Camps and Missions during the summer months for queries, prayer and pastoral support
  - Co-ordinate the mailing of summer publicity
  
- Assisting in the Volunteer Application Process:
  - Taking responsibility for particular aspects of the application process, e.g. New Volunteer Induction monitoring, Permission for volunteers under 18, etc.
  - Liaising with church leaders and other referees regarding references for volunteers
  - Liaising with approvers regarding queries over volunteer applications
  - Alongside the OSW, perform other duties to ensure successful processing of volunteer applications
  
- Administration of Events
  - Managing registration for Camps and Missions events, including the Leaders' Weekend, the Thanksgiving Celebration Service and Training events
  - Liaising with churches and other venues hosting events, at all times representing the ethos of the organisation
  
- Involvement in wider SUNI ministry
  - Taking an active role in the spiritual life of SUNI through monthly staff meetings and devotions
  - Praying for the work of the department, the volunteers, team leaders, and other staff members
  - In common with all staff members, to represent and advocate for the work of SUNI among churches and other Christian contacts
  
- Other duties to enable to smooth and efficient running of the department