



Strengthening the Church to meet  
the needs of the vulnerable

## Partnerships Administrator Application Pack

## About Müllers

Our founder, George Müller, is one of the modern heroes of the Christian faith. He is best known for caring for over 10,000 orphans in his lifetime, raising over £100 million never by asking for donations, but by asking God to provide. He is also known for pastoring churches, being a gifted preacher and an international missionary. He called upon the Church to step up in faithful living and action for the vulnerable so that, in his own words, **“it may be seen that God is faithful still and hears prayers still”**.



L-R; 1. The Mix, a youth worship event we lead. 2. Our founder, George Müller. 3. Pelagie, a member of a parenting group we help run in Burundi. 4. Former Müllers Orphans. 5. Worship at the Bristol Youth Ministry Network

Even today, people all around the world are still inspired by his legacy of faith, prayer and action. Although the world now looks very different to how it did 200 years ago, our approach is still that of George Müller's, combining prayer and care for vulnerable people. We work to enable those without a family, experiencing poverty, unable to access education, denied healthcare, and coming up against systemic oppression to experience life to experience hope and wholeness. The mission of George Müller is still alive and active as we continue to **“strengthen the Church to meet the needs of the vulnerable.”** We achieve this through four key strategic areas; Inspiring Faith, Nurturing Family, Resourcing Mission and Transforming Communities.

## Why we need you

Müllers exists today to “Strengthen the Church to meet the needs of the vulnerable.” In all we do, we work to help Christians use their faith, skills and influence for the benefit of the most disadvantaged people of our world. Part of this is financially supporting our 220 SKI partners to continue their work with the world's most disadvantaged people. As Partnerships Administrator, you will enable the release of these funds to empower the Church for mission, sharing the Gospel and caring for the vulnerable. You will help ensure the integrity and internal health of Müllers by taking responsibility for the general bookkeeping of the charity. You shall also build great relationships with our partners through administrating relevant events and compiling prayer newsletters to support their work.

## Overview of Role

**Hours:** 3-5 days (21-35 hours) per week, depending on the needs of the candidate.

**Salary:** £20,500 - £24,500 (FTE)

**Report to:** Operations Lead (OL)

**Close working with:** Partnerships Coordinator (PC) and Charity Accountant (CA)

**Annual leave:** 33 days (FTE) including bank holidays

**Contract:** Permanent

**Pension:** 6% of salary, starting after 3 months employment with us.

**Start Date:** Immediately

## Job Description

### 1. Financial administration of the Scriptural Knowledge Institute (SKI)

(Approximately 50% of the role)

- Log donations to Müllers for both restricted funds and Müllers' general fund
- Prepare and process the monthly SKI distribution, sending funds to global SKI partners
- Working with the Partnerships Coordinator to complete the Annual Verification
- Supporting the SKI committee, taking meeting minutes and actioning their financial decisions
- Updating Müllers database with information, such as contact details and latest newsletters
- Manage Gift Aid records and process claims
- Corresponding with donors, providing donation forms, receipts, and thank you messages
- Recording relevant communication with partners for governance purposes, regularly updating the PC on developments.

### 2. Financial administration of the wider charity

(Approximately 20% of the role)

- Deliver the general bookkeeping for the charity, including dealing with suppliers, processing invoices, reconciling supplier statements, setting up online payments and reconciling bank accounts
- Assist in the annual charity audit, providing information as requested by the CA
- Carry out payment runs to the bank as required (Once a week at most)

### 3. Administrating Müllers Partnerships

(Approximately 25% of the role)

- Compiling monthly prayer newsletter to supporters
- Administrating partnership events such as the Bristol Youth Ministry Network

### 4. Team responsibilities

(Approximately 5% of the role)

- To lead daily prayer meetings for the team on occasion, approximately once a week
- To welcome and host visitors to the museum on occasion, approximately once a week
- To share reception duties, welcoming guests to the trust and the George Müller Museum
- Undertake any other duties and projects as may be requested by the Charity Leader or OL as may be commensurate with the responsibilities of the post
- To work with the key values, ethos, equal opportunities and other policies of The George Müller Charitable Trust. We depend on God's provision, through answered prayer, therefore you will be required to share in the prayer life of the charity. As such, it is a genuine occupational requirement that the applicant is an active Christian

## Person Specification

	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Exceptionally organised and self-disciplined</li><li>• A strong eye for detail</li><li>• A pastoral mindset</li><li>• Excellent interpersonal skills, including friendly and hospitable attitude</li><li>• A passion for international mission</li><li>• A commitment to prayer</li></ul>	<ul style="list-style-type: none"><li>• An interest in history</li></ul>
<b>Qualifications and training</b>		<ul style="list-style-type: none"><li>• AAT qualified</li><li>• Qualification in office administration</li><li>• Training in GDPR</li></ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"><li>• Strong written communication skills</li><li>• Highly competent IT skills, including Office 365 suite, Salesforce and database administration (Salesforce)</li><li>• Ability to pray with and for others</li></ul>	<ul style="list-style-type: none"><li>• Familiar with SAGE accounting software</li><li>• Knowledge of GDPR best practice</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven experience in successful bookkeeping and financial administration</li><li>• Experience of database administration</li></ul>	<ul style="list-style-type: none"><li>• Experience of international mission</li></ul>

## Flexibility of role

We are prepared to offer a flexible approach to several elements of this role for the right candidate including the hours (minimum 21 hours), the location (preference for office based, but could be home based 1-2 days a week if full-time) and working around school hours most days (Required to be in by 9:30am each day except Thursdays which needs to be 9am). If the job is made part-time, the number of responsibilities would be reduced, with the priority focussing on the financial administration elements of the role.

## How to Apply

Submit a CV, contact details of 2 references and a document answering the following questions;

1. Why do you want to to be appointed to this role?
2. What evidence can you give to show you can fulfil the job description to an excellent standard?
3. Which elements of the person specification do you excel in and how you can evidence this?

(As a guide, the limit for each question is approximately 600 words.)

Please email these documents to [Joel.Preston@mullers.org](mailto:Joel.Preston@mullers.org). Applications will be reviewed on "first-come first-served" basis with interviews arranged ad-hoc.

The successful applicant will be offered the role on condition of satisfactory references and DBS check.

# What we do

## Inspiring Faith

- The Scripture, Theology and Culture course - A weekly course seeks to cultivate deep theological roots in Christians, better equipping them for ministry and serving their communities.
- The Digital Theology Course - An online version of the STC course, available “on-demand” and at the learners own pace. Piloting Sept 2022.
- The George Müller Museum - A free museum telling the story of Müller and his 10,00 orphans situated in the original homes he built by faith.
- The Mix - An ecumenical worship event for 11-18s of Bristol, led by youth leaders of the city, facilitated by Müllers.

## Nurturing Families

- Work with partners to raise the profile of fostering and enable the church to engage with looked after children.
- Work with partners to source foster placements for Unaccompanied Asylum Seeker Children.

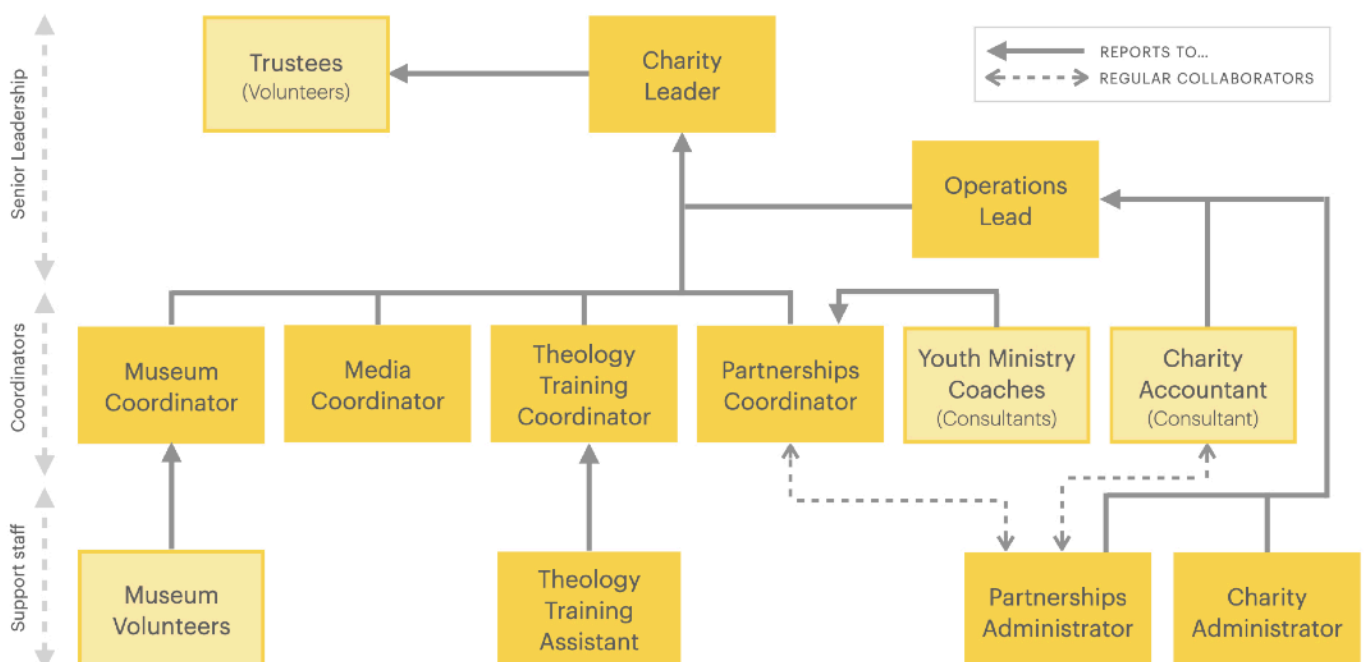
## Resourcing Ministry

- Run the Bristol Youth Ministry Network - Connecting, resourcing and supporting those whose Christian faith motivates them to work with young people.
- Enable Children and Families worker meet-ups, for support, prayer and equipping.
- Provide youth ministry coaches to partner churches to see young people thrive. Launching Sept 2022.

## Transforming Communities

- Run the Scriptural Knowledge Institute (SKI) - offering prayerful, administrative and financial support to 220 partners around the world who are serving vulnerable people, including, providing orphan care, educating at risk children, providing health care for those in poverty, sharing the gospel etc.

# Our Team



# Our Strategy

