



Paths of Life Administrator JOB DESCRIPTION

Post:	Paths of Life Administrator
Hours:	Flexible, part-time at 15-20 hours per week, subject to agreement and with the possibility of flexible working patterns. Possibility of combining with another part-time role to make a full-time position.
Place:	This role will be working from home and can be anywhere in the world. Some overlap with UK working hours is required. There is a job requirement for occasional international travel.
Salary:	Salary is to be agreed according to Word of Life's policy of fairness and flexibility in relation to remuneration and benefits. As part of an international staff team, you could be employed, contracted or seconded (with personal support) according to your location and circumstances.

About Word of Life

Word of Life serves believers of Muslim backgrounds (BMBs) primarily through discipleship resource development, training, research and writing. The vision of Word of Life is for new believers in Christ from a Muslim heritage to grow from first steps into a mature faith, becoming disciples and disciple-makers. WOL operates in four tracks of ministry, for more information see: WoL Central website: <https://word.org.uk/>

Description and Purpose of the Post

Paths of Life is a network of organisations and individuals producing and using discipleship resources for believers of Muslim background (BMBs). The network is hosted by Word of Life and led by a core group representing a range of organisations. We are seeking an Administrator who will be responsible for communications, website and database administration, and helping organise events, along with administrative support for the core group. The ideal candidate would be excited about facilitating discipleship for BMBs and have relevant skills and experience. See <https://pathsoflife.net/> for more information about the Network.

Occupational Requirement

There is an occupational requirement that the post-holder is a Christian, in line with the UK Equality Act 2010. The postholder will be in agreement with, hold to and live out the theological position, aims and objectives as outlined in the [Evangelical Alliance's Basis of Faith](#).

Key Relationships and Accountability

- Responsible to core group under the oversight of the Paths of Life Chair, and Word of Life Director.
- Line managed by Word of Life Courses track leader.
- Regular interaction with the core group, the Courses track team, members of the network and organisational partners, and other Word of Life staff and volunteers.
- These relationships may change and develop in the future as the network grows and is further established.

Main Responsibilities/Activities

1. Administration
 - a. Setting up core group meetings and taking notes
 - b. Actioning decisions and other tasks as designated by the POL core group
 - c. Supporting the group in other areas of administration, finances and reporting
2. Communication within the network
 - a. Collating information for and writing newsletters
 - b. Answering enquiries
 - c. Following up new members
 - d. Sending out any necessary communications
3. Managing the POL website and database
 - a. Updating website with news and events
 - b. Uploading course information to the database
 - c. Research and evaluating courses and curriculum for the database
4. Events administration
 - a. Working with WOL team to organise online and in person events
 - b. Tracking budgets and finance for events
5. Other tasks as required within the Word of Life Courses team

Person Specification

	Essential	Desirable
Character	<ul style="list-style-type: none"> • A committed Christian believer in sympathy with WOL's vision and values • A respect for BMBs and a love for serving in ministry alongside them • Flexible and positive attitude to work • Desire to learn and grow in new skills 	<ul style="list-style-type: none"> • Experience of working with BMBs, or a BMB themselves
Experience	<ul style="list-style-type: none"> • Administration • Managing websites • Writing articles or newsletters 	<ul style="list-style-type: none"> • Database and Wordpress management • Event management • Network member relations
Skills	<ul style="list-style-type: none"> • Confident using computers and the internet • Organised and motivated team worker • Excellent communication skills in English (both verbal and written) • Good interpersonal skills for communication with network 	<ul style="list-style-type: none"> • Confident working with websites and databases • Detail-oriented • Capable of multitasking effectively and working to deadlines
Knowledge and understanding	<ul style="list-style-type: none"> • Sufficient understanding of websites to communicate with programmers 	<ul style="list-style-type: none"> • Understanding of Courses and curriculum within the BMB world
Qualifications	<ul style="list-style-type: none"> • Minimum of A-Level equivalent qualifications 	<ul style="list-style-type: none"> • Bachelor's degree (or local equivalent) • other qualifications relating to technical skills

Application Deadline: TBC

To apply please send the following to Jenni@word.org.uk

- Your up-to-date CV (including Christian ministry)
- Detailed statement of why you are interested in the role and how you fulfil the person specification, including your commitment to BMB ministry
- Something about your relationship with and experience of Jesus
- Names of two people who can give references (one work related, one character reference from church/Christian leader)

Links to Further Information About Word of Life:

- [Paths of Life website](#)
- [Word of Life introduction](#)
- [Word of Life Annual Report 2023](#)