



The Surf Project

Part Time Administrator

20 Hours per week

£17,799 (pro rata based on 35 hour week)

The Surf Project is a pioneer ministry supported by the Methodist Church in Ireland, and endorsed by other Christian organisations, that seeks to enhance the personal, social, moral and spiritual welfare of young people through the sport and culture of surfing.

The Administrator will be required to act as the main advocate and point of contact for The Project dealing with queries regarding events. They will provide a high level of administrative support to the Project Team including the input of data and maintaining the CRM booking system.

They will seek opportunities to share their own story of faith in Jesus and will pray with and for others on the Project Team and at events.

Candidates are required to provide evidence of a personal faith in Christ, normally demonstrated by an active membership of a Christian congregation and confirming agreement with the Methodist Church in Ireland Statement of Faith.

Applicants must:

- hold 5 x GCSEs (or equivalent) at Grade C or above including Maths and English
- have experience of successfully developing new systems and procedures in an administrative role
- have experience of the administration of events and meetings
- be a Committed Christian, confirming agreement with the Statement of Faith of the Methodist Church in Ireland

Application Packs may be obtained by email from jono.griffin@thesurfproject.org

Or by post from: The Surf Project, 2 Corrstown Park, Portrush, Co Antrim BT56 8SN

Application forms must be used, no application by CV

Closing date for Receipt of applications is Wednesday 12 June 2019 at 12 noon

Interviews to be held week beginning 17 June 2019

