



THE SURF PROJECT

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. It's about creating a place and space for people to encounter God in a creative, relevant and non-forceful way. The Surf Project aims to break down barriers and pre-conceptions that people may have towards God and Church.

The Surf Project is about bringing people together to share life and faith and learn what it actually means to live life to the full. We believe that living life to the full means living life God's way through a relationship with Jesus Christ. It is through Creation and Christ that we find who we really are and our purpose in life. The Surf Project is about connecting with God through his creation, and what better way to do that than through the waves and the ocean!

The Surf Project events have an inclusive and embracing ethos for all people regardless of their background, ethnic diversity or religious beliefs. Our events are run in different locations throughout Ireland and abroad. As well as our own events, we cater for all types of groups and custom make events to their requirements.

The Surf Project is a non-profit charitable organisation which works in partnership with other organisations and denominations. The Surf Project is self-financing and has been supported by various people and organisations with grants and sponsorship to date.



Part-Time Administrator £17,799 (pro rata based on 35 hour week)

Hours of work: 20 hours per week to be arranged with Line Manager at the beginning of the role

Location: Please note that this job will be primarily based in Portrush, Northern Ireland, and will require at least 2 days per week in the Portrush office but will include the flexibility to also work remotely.

Leave Entitlement: 32 Days including Statutory holidays (pro rata) plus an extra 3 days between Christmas and New Year.

Closing Date is 12 June with interviews to be held week beginning Monday 17 June

Main responsibilities include but not limited to

- To act as the main advocate and point of contact for The Project dealing with queries regarding events including responding to telephone enquiries and directing to the appropriate team member
- To provide a high level of administrative support to the Project Team by carrying out tasks such as word processing, online bookings and processing of payments.
- To progress Access NI and Garda Vetting checks with the relevant Church Department ensuring the necessary paperwork is kept up to date.
- To input data into and maintain the CRM booking system.
- To process payments, create financial reports and assist with additional administrative projects included in the general running of The Project.
- To organise and coordinate custom events. Communicating with group leaders, putting together custom packages and working with the team to deliver events with a high standard of excellence.



- To gain a deep understanding of who The Project is, what it does and how it does it, to be able to deliver engaging, professional and timely responses to general inquiries articulating the Christian ethos and vision of the Project.
- To pray with and for others on the team and participants in the events
- To seek opportunities to share their own story of faith in Jesus and the impact following him has had on your life
- Besides the above-mentioned responsibilities, the most important role of The Project's staff is that they at all times act as mentors and positive role models to the participants at our events, forming real & meaningful relationships with event participants, parents, vendors and those they engage with.

Applications must be received no later than 12 noon on Wednesday 12 June 2019

Interviews to be held week beginning 17 June 2019.



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LIVING LIFE TO THE FULL

PERSON SPECIFICATION

We are looking for a hardworking, proactive, professional, self-motivated person. We are looking for a person who catches the vision of The Surf Project and what it means to “live life to the full” and to share with others through their actions and words.

	Essential Criteria	Desirable Criteria
Education and Qualifications	5 GSCE's grade A-C or equivalent (including Maths and English)	
Experience	Minimum 2 years administrative experience Experience of successfully developing new systems and procedures in administration Experience of handling confidential information Experience of the administration of events and meetings.	Experience of the use of a CRM Database. Experience in event planning/promotion/management Role Experience of GDPR compliance in an office setting Experience of the use of online events booking platforms, online forms and MailChimp databases Experience of financial payment systems such as PayPal Experience of working with volunteers Experience of working with young people
Skills and abilities	High level of IT competence including the use of Microsoft Office; SharePoint; Apple Projects (i.e. Numbers, Pages, Keynote)	



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	<p>Excellent organisational and administrative skills</p> <p>Be proactive in ensuring the successful delivery of programs and events</p> <p>Ability to prioritise work and work on own initiative.</p> <p>Excellent communication skills both written and verbal.</p> <p>Excellent interpersonal skills</p>	
Personal/Character	<p>Must be a committed Christian confirming agreement with the Statement of Faith of the Methodist Church in Ireland (attached)</p> <p>A self starter with the ability to work on their own initiative and manage their time well.</p> <p>Have a friendly manner</p> <p>Motivated and energetic person who can take initiative and work in a team</p>	

No candidate will be short-listed unless the application demonstrates that all essential criteria have been met. The shortlisting panel reserves the right to short-list based on desirable criteria in the event of too many candidates meeting all the essential criteria to make it viable to interview all candidates who meet all the essential criteria.