

## Irish Mission Agencies Partnership Administrator Job Advertisement

[Irish Mission Agencies Partnership](#) (IMAP) is looking for someone who wants to use their administrative, financial and communication skills to serve Christian mission in and from Ireland. This part-time post can be done from anywhere in Ireland, depending on internet availability. The candidate must be tax-resident in the Republic of Ireland.

### Role and Responsibilities

The administrator will work alongside the IMAP Executive (Exec), which is elected each October at the AGM, and will attend Exec meetings (5-6 per year) and Partner meetings (2 per year) but not have a vote in decisions.

The role involves:

- Handling all incoming communication, either replying or forwarding to the relevant person on the Exec. The administrator will primarily deal with financial queries.
- Processing payments into IMAP, payments to partners and missionaries and administration of the Revenue Charities Donation Scheme.
- Working with the Treasurer and Assistant Treasurer to process payments out of the IMAP account to partners and missionaries.
- Working with the Treasurer to prepare financial reports for Exec and Partner meetings and liaising with IMAP's auditors.
- Maintaining the mailing lists and gathering information from Partners to include in email newsletters with IMAP news and events.

These functions are carried out using Salesforce and MailChimp. Experience of these platforms would be desirable but not essential. Experience of the Charities Donation Scheme would be an advantage.

IMAP plans to have a new website designed and launched during 2022. The administrator may be asked to update content at times or flag any issues with the site. Depending on time available and experience, the development of IMAP's social media presence may be a role for the administrator.

The successful candidate will be able to work with a wide range of people, churches and organisations while keeping within IMAP's ethos and [statement of faith](#). They will have proven administration, communication and financial management skills.

### Employment Details

Hours: 8 hours per week (day/times to suit candidate), with four weeks' equivalent holidays per year.

Salary: approximately €6,000 per annum gross (to be confirmed on appointment)

IMAP will cover all reasonable expenses. We will also supply computer equipment if necessary.

Secondment from an IMAP Partner or compatible employer will be considered.

### How to apply

Please apply with a CV including two referees and a personal statement of no more than 300 words as to why you want to be part of the IMAP team.

Reply to [contact1@imap.ie](mailto:contact1@imap.ie) by 5pm Monday 28 February 2022.

All applications will be acknowledged, and we will contact interview candidates by Friday 4 March 2022.