



7 Cotham Park, Bristol, BS6 6DA
0117 924 5001
beth.dobson@mullers.org



Charity Team Leader Job Advertisement

The George Muller Charitable Trust wish to appoint a Charity Team Leader. This is an exciting new role for a person with excellent communication and team leading and building skills. The person appointed will be responsible for developing a team of four or five staff and coordinating their work as well as being involved in leading some challenging new projects the Charity is becoming involved in. The team leader will report directly to the Trustees of the Charity and play a role in helping to formulate and implement the strategy of the Charity.

This is a part time role requiring two and half or three days a week. There is some flexibility around working days and hours. The salary range is between £32k to £37k full time equivalents based on experience. There is also an employer's pension contribution of between 3% to 6%, the rate depends on the employee's own contributions. Annual holidays start at the full time equivalent of 25 days plus bank holidays and have increments after 4 years.

We are interested in hearing from people who have the aptitude to do this role but have not necessary yet gained the experience.

We request a covering letter explain why the applicant should be considered for the role and a tailored CV emailed to Beth Dobson (beth.dobson@mullers.org) by 3rd September 2017.

Interviews will be held on Monday 11th September 2017, unfortunately we won't be able to offer any alternatives.

The role of the Charity Team leader will cover:

- Managing staff, staff counselling, allocating work to achieve staffing efficiencies and meeting deadlines. This includes actual line management of staff.
- Implementation of strategy as set by trustees and working with trustees to formulate that strategy.
- Leading on certain projects of the Charity.
- Where appropriate working taking leading and coordinating office requirements, liaising with contractors on properties, repairs etc. and liaising with the religious communities.
- In time if appropriate take on company secretary role oversee compliance and contractual obligations and overseeing cash flow, management accounts, and budgets.

The skills the team leader will need are:

Essential:

Aptitude for leading and managing staff as a team to achieve:-

- a coherent and efficient working culture,
- working as a team with the ability to prioritise tasks and
- working to deadlines.

Ability to think creatively and help formulate strategy

Aptitude for, or experience, of managing and leading projects.

Helpful:

Knowledge of IT and managing contracts or ability to develop this.

General financial and compliance awareness or ability to develop this.

It is a requirement of the role that the applicant be a Christian believer who is, or who aspires to be active in ministry and who is, or will be, committed to a local church and has a heart for mission and the City of Bristol.

