

Executive Officer

Posted on 04/01/2024 by Breadline <https://www.breadlinemoldova.org/>

Location: Home-based. Some travel around the UK, and to Moldova- 2/3 times per year

Working Arrangements: Flexible working week to suit the employee.

Salary: £29,250 full time salary; 37.5hrs; £17,550 for 3 days/22.5hrs (£15 per hour, reviewed annually)

Contract: Permanent, Part-time or Full-time, following successful completion of 3-month probation period. Job share considered.

Job Level: Management/Leadership

Sector: International Development

Closing Date: 12-2-24

Description

Breadline is a Christian Charity looking for a dynamic person who can liaise effectively with our supporters in the UK and provide strategic support to our partners in Moldova, who are working to bring transformation to the communities they serve.

You will be highly personable, being able to communicate effectively with our UK supporters and with church and business/community leaders in Moldova (there is no necessity to speak Romanian or Russian). You will have a passion for communicating God's mission, particularly God's heart for the poor and marginalised. Some business and financial acumen would be an advantage.

You will be able to lead with a clear vision and will have experience of thinking strategically and being proactive. You will have the ability to think critically and to identify ways of strengthening all aspects of our partnerships, improving the processes and resources, and liaising with people with specialist areas of knowledge and experience, as necessary.

As Executive Officer you will have the capacity to build strong and enduring relationships. You will need to be well organised, with good time management and personal management skills. As a competent administrator you will be able to prioritise and organise tasks, and be able to demonstrate good use of initiative, turning your hand to new things, as necessary. You will demonstrate an ability to stay calm and unflustered, and have the confidence to make decisions, relating significant matters to trustees.

This position has a genuine occupational requirement for the post holder to be a Christian. The person appointed should be comfortable working in an interdenominational Christian organisation and in agreement with Breadline's Statement of Faith and Mission Statement.

The position is offered as a part-time role of (22.5 hrs per week) or full-time (37.5 hrs per week) depending on experience/availability. A job share may be considered.

A flexible working week would be available for a part-time employee. A longer working week when in Moldova will be recompensed with time in lieu. The Executive Officer is required to work outside of conventional office hours when needed and would be expected to attend the monthly prayer meeting with trustees (currently on Saturday mornings using Zoom). Occasional travel to other parts of the country may be required from time to time.

The full-time salary is £29,250 per annum. Part-time (22.5 hrs/week) is £17,550.

If you are interested in this role, we would encourage you to apply without delay. The closing date for applications is **23:59pm on Monday 12th February 2024.**

Interviews will be held on **Friday 23rd February, or by special arrangement if unavailable on that date.**

If you would like to have an informal conversation about the role before expressing your interest, or to receive a copy of our Statement of Faith, please contact Ian Hames, Chair of Breadline via email: hameshousehold@lineone.net or call for an informal chat: 07761 323803.

Apply today

Closing Date: 23:59 12 February 2024

If interested, please read the Job Description and Person Specification (see below) and to apply, please complete the application form (see below) and send to:
hameshousehold@lineone.net