



International
UK & Ireland

London Administrator Applicant Pack



London Director Welcome

Dear Candidate,

We're so glad you're considering applying for the role of London Administrator!

The London Administrator is a key role for Young Life International – London in serving and supporting staff and leaders to be able to effectively engage with, serve and support young people in a number of local communities in London.

Over the past 5 years, the London Team has grown from a few staff and a handful of volunteer leaders serving young people in one borough to 12 staff and 63 volunteer leaders who know and support 904 young people and students across 10 boroughs.

In the next few years, we are prayerfully working to double the number of young people who are served and supported by trustworthy and well trained local adults who know them personally, as well as doubling the young people involved in local clubs, Bible studies, and local and residential camps, which also means prayerfully working to double the number of volunteer leaders involved who would be supported by the work of the London Administrator.

We believe every young person deserves to be safe, loved and supported and to experience all the fullness of life. We seek to play our part, supplementing family and community structures to provide practical and personal support and positive opportunities to help young people in London have hope and purpose. Our staff and volunteer leaders believe in young people and share the hope-filled message of Jesus with them, inviting them to consider following Jesus and to live lives that bless and make a positive difference to their friends, families and communities, both now and for generations to come.

If the purpose and focus of the role, the values of the London Team, the B.L.E.S.S. London framework, the global context and the vision of the Young Life International – London Team you find in this Applicant Pack resonate with what energises you and what you would be excited to be a part of and to help make possible, we would be delighted to receive and consider your application.

May you know joy and peace today,

Tate Johnston
London Director



Contents Page

What?	Where?	Why?
Global Context	Page 3	Explains how Young Life started, how we have grown and our mission as a whole.
London Team Values & Vision	Page 4	These are core to how we do what we do - we look forward to our new team member co-labouring alongside us, united with this same spirit.
Job Description	Page 5	Explains what you would be doing.
Person Specification	Page 8	Explains what sort of person we're looking for.
Additional Job Information	Page 9	Explains job benefits, terms and conditions, team commitments and next steps for the role.



Global Context

GLOBAL

1941

Young Life begins in the USA with the mission to introduce adolescents to Jesus Christ and help them grow in their faith.

100+

Countries now have Young Life staff and leaders. We are a global organisation with a local focus.

EUROPE

20,000

Kids are now involved weekly in Young Life across countries in Europe, with caring adults who have walked into their world as mentors and friends.

We are working in over 20 countries across Europe including France, Spain, Germany, Norway & Bulgaria.

1999 **UK & IRELAND** 70+

Young Life is invited to begin working with young people in communities in the UK & Ireland.

Staff and 440+ volunteers involved in the Republic of Ireland, Northern Ireland, Scotland, England and Wales.

LONDON

1,019

Kids known by name and being prayed for regularly across London.

**We are a global city.
33 boroughs.
1.5 million young people.**

London Team Values & Vision

OUR TEAM VALUES -



Take Care of People



Courage



Attitude



Initiative



Responsibility



Resilience (Perseverance)

OUR FRAMEWORK -

TOGETHER, WE B.L.E.S.S. LONDON

- *Build our sections of the wall*
(Nehemiah 3)
- *Love one another - demonstrating unity in diversity*
(1 Corinthians 13 & John 13:34-35)
- *Entrust to others - make disciples, grow leaders of leaders*
(Matt 28:16-20 & 2 Tim 2:2)
- *Serve one another and those around us*
(Mark 10:45 & Philippians 2)
- *Seek the peace of the city*
(Jeremiah 29:7)

OUR VISION -

That all kinds of young people in every borough would hear and experience the good news of Jesus in ways and words they understand from someone they know and trust.

OUR WORK -

[Click here](#) to watch this 3-minute video about Young Life's work in London and visit [our website](#) to find out more.



Job Description

Salary band B1

40 hours per week

Works mainly remotely with some regular meetings and travel in London

Background

We share the message of Jesus with young people all over the UK and Ireland through building relationships with teenagers (aged 11-18) and earning the right to be heard. Young Life International and Young Life Ireland are fast-growing Christian charitable organisations and daughter entities of the global organisation of Young Life.

Purpose of Position

To support the development and sustainability of the ministry of Young Life International (YLI) to young people in London by undertaking essential event and team coordination, facilitating and tracking processes, and completing administrative tasks.

Essential Duties:

Executive Assistant to the London Director

- Support the London Director with London-level communications, community, meetings, events and administrative functions.

Event Coordination

- Est. 2-3x per year, i.e. Summit, Vision Dinner, Leader Weekend/Overnight
- Work with London Director to finalise date/time
- Coordinate with venues or virtual set up (arranging payment, catering, etc.)
- Manage invite list & RSVPs
- Create & send invitations
- Manage and communicate event schedule, diary for the day
- Communicate and coordinate with any presenters
- Coordinate and/or send any pre-event communication or post-event follow up

Finance Coordination

- Collate information and create an aggregate financial report of London accounts (monthly)
- Monitor London & London area budget balances and financial cash flow projections
- Request transfers, as instructed, for example: USA > UK, London > London Areas
- Ensure London and London Area budgets are completed and submitted in a timely manner (annual)
- Submit Third-Party Payment Requests for invoices
- Submit & approve staff expense claims

Fundraising Coordination

- Assist the London Director with London-level fundraising: updating strategy, maintaining calendar, tracking aspects
- Facilitate London & London area donations
- Implement and ensure donor care and send Thank You's as requested by the London Director
- Coordinate London trust application strategy & implementation
- Ensure relevant reporting is completed, i.e. for London-level trust applications
- Facilitate and support personal and local area fundraising where possible

Job Description

Communications Coordination

- Coordinate communication for London level awareness/fundraising initiatives (i.e. Spring virtual event, Autumn challenge)
- Manage lists/groups
- Ensure regular email to London lists (approx. 1 per month)
- Collect content for and ensure distribution of quarterly updates for key stakeholders
- Assist the London Director with the composition and production of digital and/or hard copy publicity materials as requested
- Improve and update content on the London ministry webpage
- Manage lists of staff and add/remove staff as appropriate from lists/groups
- Send communications to London staff as requested via email or message group
- Send occasional post
- Respond to and/or ensure general email enquiries are sent on to the relevant person in a timely and professional manner

Social Media Coordination

- Oversee the creation and management of posts and interaction on London social media channel(s)
- Ensure on brand regular social media posts via 1 – 2 social media channels (approx. 2x/wk)
- Ensure comments are replied to
- Like and/or comment on other posts/accounts, as appropriate

Camping Coordination

- Ensure staff understand and complete the UK & Ireland camping request process and meet deadlines (R1, R2, etc.)
- Track local camping plans and ensure coordination with UK & Ireland on any teams
- Ensure local camp teams have appropriate checks and safeguarding in place
- Facilitate camp sign ups, i.e. pricing, sign up forms

London Advisory Board Coordination

- Attend London Advisory Board meetings; 1.5 hours one evening (approx. 4x/year)
- Communicate and coordinate with London Advisory Board members regarding meetings
- Manage all administrative aspects of the London Advisory Board meetings

London Staff/Meeting Coordination

- Attend and participate in London Staff meetings (est. 1-2/month)
- Manage all administrative aspects of the London staff meetings
- Oversee support for any other London-level meetings organised - including venue hire, time tables, communication, etc.

UK & Ireland/Europe Conferences

- Coordinate staff attendance at regional and divisional conferences and trainings
- Where possible, attend and participate in staff conferences in the UK and overseas

Statistics & Record Keeping

- Ensure that statistics are submitted by areas for camps and ministries (CMCs) in a timely manner

Job Description

Recruitment Coordination/HR Tracking

- Track open positions and coordinate the recruitment process with the London Director, UK HR and/or USA Expatriate Services, including ensuring/updating Job Descriptions, Person Specifications, coordinating advertising, if needed, initial review of applications, managing application & interview process and communication with applicants and candidates, as appropriate
- Coordinate the onboarding process for new hires
- Coordinate and collate the record keeping of migrant workers sponsored under YLI visas, ensuring that line managers and migrants record up to date information, in line with the YLI Visa Sponsorship Compliance Policy.
- Review/track/submit annual leave and sick days

Training Coordination

- Coordinate the training schedule for London staff, including New Staff Training, Staff Associate Training & L1/L2 meetings
- Plan and assist with London trainings, as necessary and if possible
- Assist with travel coordination for training events
- Track progress, ensure submission of evaluations and completion of requirements for training

Safeguarding & Risk Management

- Coordinate London-level volunteer applications/DBS checks
- Ensure leader and committee lists are up to date
- Track & ensure staff, leaders and local team members complete appropriate safeguarding training in a timely manner
- Ensure appropriate risk assessments are being completed

Other

- Assist with requests from global, Europe and UK & Ireland leadership
- Assist with implementation of global, Europe and UK & Ireland systems and processes, as needed
- Perform any other reasonable task or special project as assigned by the London Director

Person Specification

The person specification will be used to assess the suitability of applicants. It is highly likely that essential criteria will need to be met in order for an applicant to progress to interview. However, there may be some cases where this does not apply. It is not expected that applicants will meet all of the desirable criteria, they are there to help differentiate between applicants.

Criteria	Essential	Desired
Skills/Abilities		
High attention to detail and thoroughness	✓	
Able to work independently, proactively managing workload	✓	
Friendly and professional manner	✓	
Keep sensitive data confidential and have good instincts around data privacy	✓	
Can manage multiple deadlines and priorities	✓	
Confident using Microsoft Office applications and multiple online platforms	✓	
Highly organised and confident using task management software	✓	
Can produce suitable notes and action points from meetings	✓	
Good written and verbal communicator	✓	
Proactive and solution orientated	✓	
Adaptable and quickly learns new systems	✓	
Can teach/explain new systems and procedures to others	✓	
Able to coordinate and liaise with a team	✓	
Loves implementing and completing projects	✓	
Able to interpret and communicate to a wide variety of audiences	✓	
Can create and/or streamline systems to support staff and volunteers		✓
Confident in public speaking and giving presentations		✓
Experience		
Experience in an administrative role	✓	
Experience of project and task management	✓	
Experience of team coordination	✓	
Experience in event management	✓	
Experience in external and internal communications	✓	
Experience of reading basic financial reports		✓
Experience working in a charity and/or youthwork context (paid or voluntary)		✓

Person Specification

Personal Attributes/Circumstances

Has an active Christian faith with an appetite to grow in their own discipleship	✓	
Is London-based	✓	
Able to regularly travel within and occasionally travel outside the UK	✓	
Has the right to work in the UK without sponsorship	✓	
Willing to work according to YLI policies and practices, including our Faith and Conduct Policies, which are available on request.	✓	

Additional Job Information

Benefits

- 28 days paid annual leave (pro rata)
- Flexible Working
- Remote Working
- Paid Sick Leave
- A positive work environment, focussed on thriving staff and healthy work-life balance

Terms and Conditions

Job Title: London Administrator

Contract: Permanent

Hours: Full-time, 40 hours

Annual Salary: £32,425 (inclusive of Outer London Weighting)

Location: Home based, with some travel as per meetings schedule

Responsible to: London Director

Team Meeting Commitments

This is indicative of the expected level of meeting commitments, which may vary as needed:

1. Induction - training calls to get familiar with our systems and introductions to the team
2. Once a week - 90- 120 minutes online with London Director
3. Once a week - London staff team call or in person meeting
4. Termly - London staff planning days 9am-5pm in person
5. Twice a year - in person events with the London team (includes Christmas and summer socials)
6. Once a year - all UK staff gathering

Next Steps

To apply for this role, complete the online application form [here](#).

You will need to use the following information to do that.

Note, the form will time out if left untouched for an hour, so we recommend you collect the below information and draft your personal statement before transferring it to the application form itself

- Name of Hiring Manager: Tate Johnston
- YLI Area/Region: London
- Details of any qualifications you would like us to know about - include non-academic qualifications such as driving licence, food safety, first aid etc. (type of qualification, subject of qualification, where studied, date achieved, grade achieved)
- Details of any training you have had that may not have led to a qualification (subject of training, organiser of training, date completed)
- Details of your past and current employment/voluntary work (details of your employer, start date, end date, brief description of duties, reason for leaving)
- Your personal statement: Why you feel you would be suitable for the role. You should refer to the job description and person specification in your answer, if you have them. Please include any experience you have with Young Life International (in the UK or in any other country) and/or with young people.

The closing date for applications is **Monday 13th January 2025, 8am.**

First round interviews are currently planned for the **week commencing 27th January.**

If you have further questions regarding this role or the application process, please email london@ylinternational.org.