

Administrator

Full Time (40 hours per week)



“I truly love working at the Message Trust because the organisation has built its DNA on people, I get to play my part in that by drawing out the BEST in young people- reminding them of their REAL God given worth & value.”

Taryn Torien, RespectME Coordinator

The Message Trust South Africa was launched in February 2014 as the first international hub of The Message Trust who has been working in the UK since the late 1980's.

The Message has a special focus of sharing the love of Jesus Christ with the hardest to reach young people in urban areas. We seek to raise up Urban Heroes – culture shifting disciples who will impact their generation.

The Message South Africa shares the same vision and values as the founding organisation in the UK. Since 2014, we have been actively seeking to adapt and contextualise the way we impact young people and communities to better suit the South African context.

The mark of a life changed by Jesus is the desire to see others changed too. We believe young people in South Africa can go from being the problem to the solution. We want to use the talents and resources that God has graciously given us to create pathways to success for tens of thousands of urban teenagers and young adults through our Creative Mission, Christ-centred Enterprise, Community Transformation and Training/Equipping initiatives.

Our dream for all those we work with is that they will grow into transformational leaders, fulfilling their God-given potential.

We are unashamed about our witness and dependence on Jesus Christ – the surest hope for the transformation of our society. We are glad that you are part of The Message family that is now growing in multiple countries around the world.

Find out more: www.message.org.za



Job Specification



Job Title: Administrator

Location: Message South Africa HQ - Mowbray, Cape Town

Hours: Full-time

Salary Scale: A1

Start Date: As soon as Possible

Responsible to: Chief Operating Officer

Summary of Role:

The Administrator serves a critical role in the day to day administrative function as part of the Message Operations Team. This post serves as a support role to the team that works behind the scenes to ensure that the work and mission of The Message Trust happens smoothly and is supported. They are responsible for the day-to-day administration at the direction of the Executive Assistant and Chief Operations Officer.

Main Responsibilities

Main duties and responsibilities:

1. General Administration

Operations Team Administration

- Complete general administration tasks when required
- Maintain and manage Message Merchandise and promotional material, and conduct monthly stock takes with the Financial Officer.
- Prepare resources for Message Sundays, ensuring that items are signed out and in.
- Organize various internal staff events with the Executive Assistant.
- Oversee relationships with all external service providers, including cleaning, printing, and telecommunications, when the need arises.
- To carry out administration tasks where needed and directed by the executive team and executive assistant.

Operations Team Support

- Ensure that staff cleaning materials, refreshments are stocked and bought when needed.
- Support and oversee the cleaning of the building, including staff, cleaning materials and office supplies.
- Coordinate building maintenance needs with the COO and facilities manager.
- Coordinate and deliver the Monthly Prayer Calendar.
- Collect and communicate stories from team members.
- Answer and direct phone calls in the Message Office.
- Manage and maintain various email inboxes.
- Maintain and monitor Electricity Usage and buying.
- Support the Operations team with both internal and external events and communications.
- Ensure that The Donor management and beneficiary management systems are up to date and monitored.
- Assisting the Operations team with general hospitality.
- Assisting with the coordination of programs, training and workshops practically.

2. Financial Administration

Day-to-day finance administration:

- Ensure that invoices received are loaded on the approval systems.
- Complete and ensure that all Financial filings is up to date and filed accordingly.
- Work with the Finance Officer and Bookkeeper to collect necessary information for month end reporting.
- Source Quotes for various services within the organization.
- Receive and greet and assist visitors with basic hospitality.
- Preparing of various letters and appointments when needed.
- Assist in the preparation of Section18a Certificates and thank you letters for donors.
- Upload Donations onto Active Donor, our donor management tool.
- Inform staff of any personal photocopying costs and ensure money is collected.

3. Other responsibilities

- Assist the Executive Team of the Message Trust to deliver high standard successful key organization fundraising events which are Message Night, Urban Heroes, Triple Challenge and Be a Hero campaign (Monthly Donors campaign).
- Provide support for all Message staff events such as: prayer days, Christmas functions, staff celebrations, annual retreats/planning events.

4. General responsibilities:

- Provide a monthly report form to COO on the 25th of each month for the previous month activities.
- Attend weekly devotions and staff meeting.
- Attend the monthly prayer day.

Other Expectations:

- Participate in Message Sundays – sharing stories of gospel transformation
- Submit monthly reports and attend regular line management meetings.
- Attend weekly staff meetings, monthly prayer days and other inter-departmental meetings as required.
- Ensure practical adherence to Safeguarding (Child Protection) policy.
- Support up to four key Message Events which are communicated on an annual basis.

Person Specification

Essential

- Must have good use of Microsoft packages
- Must have good standards of communication and email etiquette
- Have a proven capacity to be an active member of a team
- Able to handle confidential information appropriately
- Able to take constructive criticism
- Adaptability / Flexibility
- Respect for authority
- Absolute discretion with members of the opposite sex

Be able to show evidence of possessing the following skills:

- Ability to follow and carry out set administrative tasks/assignments
- Maintain/continue established working practice
- Ability to initiate within pre-set parameters
- Ability to relate to groups of differing ability, age and culture
- Able to adapt quickly and take responsibility when required to

Desirable:

- Proven track record of long-term service in financial administration
- Previous experience of non profit work
- Experience of working in some leadership roles with young people

Note

The post holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people. Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values

All employees commit to adhering to the terms of the Children's Act of 2005.

The successful candidate for this post will be asked to apply for a Police Clearance.

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

Working for The Message Trust



The Message Trust is a worldwide movement passionately sharing the love of Jesus Christ in words and actions with the hardest-to-reach young people and communities.

We're a worldwide movement passionate about sharing the love of Jesus Christ with the hardest-to-reach young people in words and deeds. In schools, communities, on stages and in prisons you'll find us giving hope to the next generation by sharing the gospel with them. Each and every day we see lives transformed as people discover their true identity.

We are committed to raising up generations of Urban Heroes. Thousands of youth from the margins who have found hope and purpose in Jesus. They are transformational leaders who are emotionally, socially and economically mature. They are people of faith, positive role models, leading healthy lifestyles, economically active. Urban Heroes not only are transformed, but transform others, creating a ripple effect of change in their families, communities and nation.

These objectives are being worked out in four main areas:

Creative Mission: Our cutting-edge mission teams creatively shares the good news about Jesus to young people through the creative arts, school programmes and gospel proclamation events. Live music events, relevant Christian music, printed materials, the internet and multi-media are all used to communicate the Gospel to young people mainly within the Cape Town area, in ways that are relevant to today's youth culture and perspectives.

Community Transformation: Our Community Hubs provide a safe environment for young people to engage in after school programmes including life skills, discipleship, educational support and fun-based youth activities. The Community Hubs are in some of Cape Town's toughest neighbourhoods and provide long-term interventions for at-risk youth. Community-based teams of volunteers advance the work of The Message through partnerships with local churches. Our goal is to see Community Hubs with full-time and volunteer youth and community workers established in the most deprived neighbourhoods of Cape Town, positively impacting the people in those areas irrespective of religion, colour or background.

Christ-Centred Enterprise: Our prisons and enterprise team provide a Christ-centred holistic approach to break the cycle of crime and gangsterism amongst young people. We do this through providing effective discipleship through our Prisons & Enterprise programmes that can give previously incarcerated young people a fresh start in life. Not only do we share the Gospel in and out of prison, but we also offer accommodation, training and a first job to young men and women with a criminal record. This intervention can stop the tragic consequences of gang activity, crime and reoffending that entraps so many youth across the city.

Training and Equipping: Inspiring and training church leaders and youth groups to be effective in reaching and communicating the Christian gospel to young people around the world. Our goal is to produce discipleship materials, evangelism training courses and to inspire people to get involved with their neighbourhoods, through social action and evangelistic outreaches.

Ethos and Values

Making A Difference

The Message Trust's work is underpinned by a clear definition of its Ethos and Values, which affirms the Christian origins of the Trust and its ongoing day-to-day working principles. This statement of ethos and values is in place to demonstrate how the Christian Faith energises the organisation's work and sustains its culture, galvanising its long-term cohesion. The Trustees, Executive, Management and Outreach posts within the organisation have been recognised as carrying a Genuine Occupational Requirement. This is to ensure that the organisation's distinctive Christian basis is sustained. This is important given the extensive nature of the organisation's Christian charitable donor base which provides the basis for the financial viability of the work. The Message Trust is an inclusive Christian organisation, working with and supporting people from all sections of the community. In particular the Statement explains how organisations and individual people from all faiths or no faith can identify with and benefit from the services and support that the organisation provides.

We maintain the Trust's Christian ethos which is founded on a belief in God the Father as Creator, Jesus Christ the Son of God the Redeemer, and The Holy Spirit, the Enabler and third person of the Trinity. The Trust also affirms that the practical application of the Christian faith in accordance with the Bible should be expressed in daily work and living. As a Christian organisation working with and supporting people from all sections of the community, we recognise the need to set out our values. These are clearly drawn from our Christian faith and our aim is that all our staff, volunteers, clients, service users, charitable funders and business partners should be able to identify with the benefits of the organisation's work and ethos.

People

We seek to empower staff to meet the needs and expectations of our clients and other service users as well as the requirements of the organisation overall. We will support staff through a comprehensive induction and training programme, backed up by strong supervision. The Message seeks to establish a culture that encourages teamwork, rewards creativity and innovation, and welcomes imaginative suggestions. Key attributes that The Message seeks in all its staff members and volunteers include valuing one another, honesty and integrity, the importance of the individual, respecting differences, a profound compassion, and working in an inclusive, non-discriminatory and non-judgemental way.

Partnership

We expect all staff to work together to achieve the aims and objectives of the organisation. To achieve this, staff will act as team players in supporting one another, recognising that more is achieved through harmony. We acknowledge and value contributions to our operation arising from the diversity of staff who join the organisation, and actively look to promote links and partnerships between the Trust and other service providers, local communities and agencies. To ensure all staff work as team players, we seek to create an environment where openness, trust and support of one another is expected. Our formal supervision policies place this expectation on all staff.

Performance

Our philosophy is to recognise the dignity and diversity of our clients and service users, to respect their independence, and to work with them to help meet their needs. Our staff will create an environment where our clients and service users are encouraged to take control of their lives and have the ability to exercise choice wherever possible. We will provide a high-quality framework for our work, which sets out guidance and expectations. All staff and volunteers will accept their responsibility and accountability to

treat clients and service users as they would wish to be treated and challenge any practice that does not meet this standard at all times. Respect for the individual's freedom of choice will be paramount at all times. By working together, we aim to be recognised for "services of excellence" which offer proven choice, added value, and individually tailored support. We will value and recognise the importance of every individual helping to achieve this goal.

Confidentiality

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

All information handled must strictly adhere to our POPI policies.