



**On-Track Admin Assistant
Part time**

On Track is Interserve's short-term mission programme, for those wanting to serve the peoples of Asia and the Arab World to make Jesus known. Short-term mission opportunities are available for any time from a few weeks to two years and are arranged on an individual basis depending on specific skills and areas of interest.

In addition, we are developing a programme for short term teams - which can support on-going work in a range of countries.

If you are gifted in administration and you share in our vision, then you may be just the person we are looking for to join our team!

We are looking for an Admin Assistant who will:

- Assist the On-Track Co-ordinator in the organisation of events, training and reviews.
- Administer the application and screening of OT volunteers, including health and DBS checks
- Assist in finding suitable placements and preparation for placements.

We are currently looking for a mission-minded person who is passionate about Interserve's vision. You will need to have excellent and accurate administration and communication skills. You should be confident in the use of Word, Excel, e-mail and databases.

Salary is £8,241 pro-rata (£20,603 FTE) for two days per week. The location for this role will be at St John's House, Alum Rock, Birmingham, where our National Office is relocating in the Autumn. Some travel (paid) to Milton Keynes for training will be expected for the first month.

For an application form and further information, please visit our website <https://interserve.org.uk/on-track-admin-assistant/>

Please send your completed application form along with a covering letter and your cv to personnel@interserve.org.uk

Closing date for applications: Friday 3rd May. Successful applicants will be interviewed on **Thursday 23rd May** at our Milton Keynes office.