

Our vision is to see a new generation of children and young people who have a vibrant, personal faith in Jesus.

Mission Innovation Team Assistant
Full-time (6 months, Fixed-term Contract)
Salary: £17,000 - £20,000 pa (pro-rata)

We are seeking a Mission Innovation Team Assistant on a minimum of 6 months, fixed-term contract. You will be supporting the work of the Mission Innovation Team by uploading content to the Scripture Union website and providing other administrative tasks. Ideally, you will have:

- Excellent IT skills, especially in Word, Excel, Outlook and Content Management System
- Analytical and organisational skills
- Administrative and communication skills
- The ability to work as part of a team with a systematic and methodical approach to your work

Attention to detail is a must in this role, along with the ability to prioritise workload, meet deadlines, and have a willingness and ability to learn new skills and technologies.

If you think that you may be the individual we are looking for, then we'd love to receive an application from you. Please download an application from our website: www.scriptureunion.org.uk/jobs

Any questions: please contact Adelaide Nketsia, HR Officer, on 01908 856126, or e-mail hr@scriptureunion.org.uk

Closing date: 2nd January 2018

Interview date: 9th January 2018

Interview location: Milton Keynes

This role has an occupational requirement to be filled by a committed Christian, active in church life. Equality Act 2010, Part 1, Schedule 9 applies.