

## Senior Administrator

**Salary:** £26-£28,000 (pro rata) depending on experience

**Hours:** 28 hours per week

**Contract:** Permanent, on completion of a 6-month probationary period

**Location:** Flexible - remote or Birmingham/hybrid working

Are you a highly organised, unflappable administrator with the ability to manage competing priorities in a timely manner? The Student Christian Movement is looking for someone to lead the administration function of our small but mighty charity.

Responsible to the CEO, you will work across the charity, acting as secretary to our board of Trustees, be responsible for HR and payroll function, act as line manager to two administrators, and add to the sustainability of the organisation by writing and submitting robust trust funding applications.

If you are interested in this role, please visit [www.movement.org.uk/vacancies](http://www.movement.org.uk/vacancies) to download a detailed applicant pack and application form.

**Closing date for applications:** Thursday 7th August 2025 at 12 noon

**Interviews to be held:** Thursday 14<sup>th</sup> August 2025

**Start date:** 1<sup>st</sup> September (or as soon as possible thereafter)

We particularly welcome applications from disabled, Black, Asian and Minority Ethnic and LGBTQ+ individuals who are currently underrepresented in the organisation. Due to the nature of this role and the responsibilities of the successful post-holder, a genuine occupational requirement to be a committed Christian is in place for this role in accordance with the provisions of the Equality Act 2010.

For an informal discussion about this role contact Naomi Nixon at [naomi@movement.org.uk](mailto:naomi@movement.org.uk).

If you wish to apply, please use the form provided; do not send a CV as these will not be accepted.

*Student Christian Movement is a registered charity in England and Wales, number 1125640, and in Scotland number SC048506.*

