



www.christianpersecution.co.uk

Job description

Administrator (voluntary) responsible for administration and fundraising

(5-10 hours per month)

The Lindisfarne Centre for the Study of Christian Persecution exists to help governments, international bodies, media, churches and other Christian organisations understand the persecution of Christians in Islamic contexts. We aim to not only describe what is happening, but also explain why it is happening and provide an analysis of how it is likely to spread in the next few years.

Since its formal launch in November 2022 the organisation has published

- a) 10 detailed profiles of countries where Christians face particularly severe persecution.
- b) a detailed research report on the attacks by Fulani herdsmen on churches and Christians in Nigeria which challenges the line repeatedly taken by western media that this is primarily due to climate change.
- c) a monthly article to supporters providing analysis on a recent event or issue relating to persecution of Christians.
- d) of a series of articles published in both Christian and secular media on persecution of Christians in the Islamic world and a broadcast interview with US TV network CBN.

The Lindisfarne Centre is evangelical in its staffing and ethos, but seeks to report on the persecution of all who suffer persecution because of the name of Christ.

Medium term vision (staffing)

Our business plan sets out a medium-term vision for us to move to a position where we have some part time salaried staff. However, in the meantime we rely on individuals, including the CEO, acting in a voluntary capacity.

Role of the volunteer administrator

The role of the volunteer administrator is to be the responsible for ensuring that the main administrative work of the Lindisfarne Centre happens and that sufficient funding is raised to enable the organisation to continue sustainably. In particular

- Identification of potential funding sources (both large and small Christian trust funds) and working with the CEO to submit funding applications.
- Keeping financial records.

- Working with CEO on updating and developing the business plan and policies.
- Preparation of annual reports to the Community Interest Company regulator etc.
- Communication with supporters.
- Other administration.

The administrator will be invited to attend prayer meetings with directors and other volunteers, they are normally held in the evenings by Zoom.

Working hours

- The actual hours are very flexible but we are looking for someone able to offer a minimum of 5-10 hours per month.
- Remote working.
- It is envisaged that there will be a short monthly line management meeting with the CEO by Zoom as well as other phone meetings as the need arises.

Person specification

As this is a new role in a start up organisation we are looking for someone who is self motivated, a self starter who can work with minimal supervision in their own area of responsibility, but at the same time is a team player who recognises others gifts and areas of responsibility.

The person must be a committed evangelical Christian who is happy to endorse both our basis of faith and our statement of values. Both of these can be found at: www.christianpersecution.co.uk (place cursor over the 'About' tab to get the drop-down menu for each of these)

Purpose of role

The main purpose of the voluntary administrator role is, subject to the CEO and directors/trustees to undertake the main administrative work of the Lindisfarne Centre for the Study of Christian Persecution and Lindisfarne Research Centre.

Essential characteristics

- Committed evangelical Christian in membership of a church and seeking to live their life in accordance with the teaching of the Bible
- Self-motivated, able to work remotely with minimal supervision
- Administrative or management experience
- IT skills
- Prayerfulness – about the work they do and future direction
- Willingness to occasionally attend quarterly directors/trustees' meetings (normally 7pm) when required.

Desirable characteristics

- Personal concern for the persecuted church
- Management experience
- Fund raising experience
- Experience of keeping financial records

Informal discussions

For an informal discussion about the role – please contact Martin Parsons (CEO) info@christianpersecution.co.uk

Application process

1. Anyone interested is encouraged to arrange an informal discussion beforehand
2. Application is by CV and covering letter, including details of church attended and contact details of church leader. A church leader's reference is required.
3. A short Zoom interview with the CEO and one or more trustees,

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