

# Operations Administrator

**Location: Reading**

<b>Contract:</b>	Permanent
<b>Hours:</b>	2-3 days a week (16-24 hours)
<b>Location:</b>	Reading
<b>Annual Leave:</b>	25 days pro rata plus usual Bank Holidays
<b>Closing date:</b>	30 <sup>th</sup> September 2023
<b>Salary:</b>	£22,500 p.a. (full time equivalent)
<b>Interview dates</b>	To be arranged in October 2023

## Working at Hope into Action Reading

Do you long to put your heart for injustice into action? Are you passionate about social justice, the poor and long to see the church engage with the homeless in a highly effective way? Do you have administrative skills, strength in systems and organisation? If so, read on.

**We are looking for an Operations Administrator to support our work in Reading.**

This is an exciting opportunity to work in a supportive and flexible team, and be part of the amazing work that is going on with churches across Reading in providing housing and support to the people who need it most, it will be incredibly rewarding.

## What are your strengths?

We are looking for a self-motivated natural administrator. Do you have?

- Good range of IT skills, excellent organisational and communication skills
- Strength in systems and attention to detail
- Ability to develop effective working relationships with a range of partners
- Ability to take initiative, be self-motivated and work as a team player

We are looking for someone with a passion for our work, tenants, staff, churches and mission. We employ people of hope where humility, a genuine desire to love and serve others, and strength of character are as important as any other skills. This is reflected in our six core values: strength, hope, action, love, open ears (listening) and mutuality, or “Shalom” as we sometimes call them.

## What does the role involve?

- Supporting the Hope into Action Reading team with administrative tasks relating to office, tenant and church support
- Providing administrative support with external communications
- Administering the maintenance of HIA Reading houses to an excellent standard, ensuring excellent communication with HIA Reading team, tenants and contractors
- Contribute to the spiritual health of the organisation

Please find further details in the Operations Administrator Job Description.

## About us

Hope into Action Reading provides housing with support to people who are homeless for a variety of reasons, including single people and single mothers with children, people recovering from drug and alcohol addiction, people who have been in prison, refugees, those suffering mental health issues and survivors of human trafficking.

We work in partnership with a variety of Christian churches in the Reading area to help some of the most vulnerable people in our town rebuild their lives.

Hope into Action manages the referral process, the tenancy and house maintenance, and provides ongoing professional support to empower our tenants to make long lasting positive changes in their lives and ultimately to move on into longer term accommodation.

The tragedy of homelessness is in every community. Our vision is for every church to lovingly provide the homeless with a home.

We value diversity and recognise that a diverse team will help us raise our performance in empowering those we serve. We are interested in your individual skills, strengths, knowledge and experience. Please tell us if there are any adjustments we can make to assist you in your application.

Please contact Mary Lewis on [mary.lewis@hopeintoaction.org.uk](mailto:mary.lewis@hopeintoaction.org.uk) if you would like to have an informal discussion about this role.

## To apply

Please complete the HIAR Application Form and return by 30 September 2023 to Mary Lewis, Franchise Lead, Hope into Action Reading

By email to: [mary.lewis@hopeintoaction.org.uk](mailto:mary.lewis@hopeintoaction.org.uk)

Or post to: Mary Lewis, Argyle Community Church, Argyle Road, Reading, RG1 7YL

A copy of the Application Form and Job Description can also be found on our website. Please go to [reading.hopeintoaction.org.uk](http://reading.hopeintoaction.org.uk) and for all the details follow **About us > Work With Us**.