



Office Administrator

Friends International (FI) is an evangelical mission agency dedicated to encouraging and equipping churches and Christian student groups to reach out to the approximately one million international students in the UK and Ireland. We currently have 80 Staff working in 35 university towns and cities in the UK and Ireland.

From July 2026, we will be relocating our registered office ('Support Centre') to CMS House, Oxford. We are seeking an Office Administrator to be based in our Oxford office and play a key role in the smooth running of the office and organisation. You will manage and develop high quality relationships with supporters and staff with excellent levels of integrity and efficiency.

Reporting to the Operations and Office Manager, you will have dual key responsibilities:

1) *General administrative support:* including telephone/email enquiries, fulfilling orders for resources, conference administration, IT administration and providing administrative support for the Affiliate and Reach schemes and International Student Mission Housing Trust;

2) *Supporter Relations financial administration:* ensuring that financial gifts are promptly and accurately processed and supporters thanked appropriately and that the supporter database (CRM) is maintained accurately.

As a primary contact point for the charity, you will model and reflect the Christian ethos, mission, vision and values of FI in all aspects of the role, and be able to explain them to others. There is, therefore, an occupational requirement for the post-holder to be a practising Christian in line with our ethos and statement of faith.

Please note that there is no potential visa sponsorship for this role.

Essential Characteristics and Experience:

- Good understanding of office administration systems and general office management.
- Strong IT skills, including Microsoft 365 (Word, Excel, Outlook, SharePoint, Teams).
- High level of accuracy and attention to detail and ability to meet deadlines.
- Excellent communication skills, both written and verbal.
- Strong organisational skills and ability to manage competing priorities and deadlines.
- Ability to work independently as well as within a team.
- Excellent interpersonal skills for dealing with supporters and staff with sensitivity and confidentiality.
- An active member of your local church.
- A heart for Christian cross-cultural mission in general and international student work in particular is desirable.

Hours: Up to full-time (28-35 hours per week). This role could also be a job split.

Salary: In the range £25,350 - £27,500 per annum (FTE) determined on experience and qualifications.



Benefits: Some of the benefits we offer include:

- 25 days' annual leave plus bank holidays.
- 10.5% non-contributory employer pension scheme.
- Access to our Employee Assistance Programme for confidential wellbeing support and advice.

Location: Church Mission Society, Watlington Road, Oxford OX4 6BZ with some UK travel

Closing Date: 09.30 on Monday 20th April 2026 , with interviews in week beginning 27th April.

For more information please email your CV and covering letter, describing why you think this role is right for you and how you meet the criteria for the role, to Diane Smith at:

recruitment@friendsinternational.uk

Tel: 01920 460006

www.friendsinternational.uk