



Part-Time Administrator

Christian Prayer Ministries (CPM)

Contract: Part-time

Hours: 6 hours per week (flexible)

Rate of Pay: £12.71 per hour

Location: Home-based/Remote (UK)

Closing Date: 31st August 2026

About Christian Prayer Ministries

Christian Prayer Ministries (CPM) is a Christ-centred charity dedicated to supporting individuals through compassionate prayer ministry. Our ministry is rooted in the love of Jesus Christ and a commitment to seeing people encounter God's healing, hope and encouragement.

Role Overview

We are seeking a warm, reliable, and faith-filled Administrator to help support the daily operation of our prayer ministry, membership activities and training programme. This is an opportunity to serve within a caring Christian community, using your gifts of organisation and administration to help enable life-changing ministry across the UK.

In this varied and rewarding role, no two days are quite the same. You may be responding sensitively to prayer enquiries, arranging prayer ministry appointments, updating membership records, supporting trainees, coordinating communications or liaising with volunteers and Hub Leads. The ideal candidate will be organised, self-motivated, and confident using email, word processing, spreadsheets, and digital systems, with the ability to handle sensitive information with discretion and compassion.

Key Responsibilities

- Coordinate prayer ministry appointments, enquiries, and follow-up administration.
- Maintain accurate membership and trainee records, ensuring information is up to date.



- Manage communications with members, volunteers, Hub Leads and the wider CPM team.
- Support newsletters, events, and other activities that further the ministry of CPM.
- Ensure all administration complies with our policies on safeguarding, GDPR, confidentiality and charity governance requirements.
- Provide general administrative support to assist the effective running of the charity.

Hours and Benefits

- 6 hours per week, worked flexibly from home.
- Rate of pay: **£12.71 per hour**.
- Training and development opportunities provided.
- Occasional attendance at online meetings or events may be required.

Person Specification

Essential

- A committed Christian with an active personal faith and prayer life, able to demonstrate alignment with CPM's Christian ethos and values. This Occupational Requirement is applied in accordance with Schedule 9, Part 1 of the Equality Act 2010.
- Previous administrative experience in a paid or voluntary capacity.
- Excellent organisational and time-management skills and strong written and verbal communication skills.
- Competent IT skills including email, Microsoft Office spreadsheets and familiarity with AI tools such as Microsoft Copilot.
- Ability to handle confidential and sensitive information with discretion.
- Compassionate, empathetic, and professional approach when communicating with others.
- Ability to work independently and manage workload effectively within a remote-working environment.

Desirable

- Experience within a church, charity or faith-based organisation.
- Knowledge of safeguarding and GDPR principles.
- Experience supporting volunteers.

Safeguarding

Christian Prayer Ministries is committed to safeguarding and promoting the welfare of children, young people and adults at risk. The successful applicant will be expected to



comply with all safeguarding, confidentiality and data protection policies. References will be required and, where appropriate, the role may be subject to a DBS check.

Equality and Christian Ethos

Christian Prayer Ministries welcomes applications from individuals who share our Christian faith and values, serving others and recognising the value of prayer ministry.

How to Apply

Christian Prayer Ministries welcomes applications from individuals who share our Christian faith and values, serving others and recognise the value of prayer ministry.

Please contact Ruth Street at ruth_street@rocketmail.com