TEAMS & SYSTEMS OFFICER

JOB INFORMATION PACK

EXODUS

Exodus exists to see generations of young people boldly following Jesus and becoming lifelong disciple makers.







VISION

We help young people follow Jesus.

Since launching in 1997, Exodus has journeyed with tens of thousands of young people and leaders and partnered with hundreds of churches, schools and organisations.

In recent years we have experienced significant growth in the ministry leading to new centres, activities and partnerships.

Our Operations Team is vital to delivering safe, creative opportunities with energy and excellence, and we are committed to sustaining this high standard.

THE OPPORTUNITY

We are now seeking to grow our Operations Team with the appointment of a full time Teams & Systems Officer:

Is this for you?

Our team is multi-cultural, multi-generational and has a diverse mix of personalities, backgrounds and skill sets. We have come from differing career paths and training backgrounds and we need people who are:

- **Servant Hearted** and will care well for the young people, leaders, partners and staff.
- **Goal Orientated** and will push for excellence and quality that serve others well.
- **Agile** and will enjoy solving problems and implementing new tools and processes to make things better.

So, if you are passionate about seeing young people growing in faith, would enjoy the opportunity of a dynamic, determined, fun work environment and potentially have a deep love of spreadsheets then... ***we want to hear from you!***





JOINING THE TEAM

Exodus staff are trusted, empowered, cared for & developed.

Pension	3% employer contribution to workplace pension
Flexibility	We offer 3 months full pay followed by 3 months half pay for maternity leave & 2 weeks paid paternity leave. We'll also work around your kid's orthodontist appointment or a tricky MOT.
Development	We create space for people to grow in their roles. Avail of a £150 annual development budget. Join a course, read a book or attend a conference on us!
Conference	Staff conference offers 3 days together packed full of fun, prayer, development...and food in March or April.
Travel	Join at least one free European trip as part of a team each year. Budapest in July anyone?
Pleo	A clever finance system meaning staff are rarely required to incur out of pocket expenses.
Improve	We love hearing ideas for how to make things better and giving staff the chance to find ways to save time and increase impact.
Support	Every staff member gets a line manager, time to meet with a mentor & access to counselling or further support on request.
Staff Wear	Exodus clothing for events and free team t-shirts for your kids!
Team	From weekly prayer times, bi-monthly staff meetings or even the staff WhatsApp when one of us has a reason to celebrate, dream or pray, we all do!

TEAMS & SYSTEMS OFFICER ROLE

Responsibilities

- **To manage Exodus Logistics and Systems to deliver Exodus teams and wider operations with excellence including:**
  - Application processing and background checks (e.g., Access-NI)
  - Donor, participant, and team database management
  - IT systems management (Google Workspace, Jotform, staff app)
  - Partner Contact & Agreements - Prayerful connection and building partnerships with churches, schools & team hosts anchored in shared Christian mission.
  - Placement logistics - inc Day Planners, transport, flight purchasing
  - Assisting in delivering leader training events

- **To evaluate participant and leader applications**, assessing church references and spiritual readiness to ensure leaders and teams align with Exodus's Christian ethos and team standards.

- **To provide warm, faith-based** communication, prayer, and support to parents, participants, and church partners; including summer on-call rotas and emergency, practical, and spiritual backing to leaders.

- **To support, manage and invest** in the interns, associates and volunteers in the Operations team where they are available.

- **To play an active role in the spiritual life of the staff team including**
  - Taking turns to lead weekly Biblical devotions and prayer times
  - Actively participating in monthly staff meetings for communication, encouragement and Christian growth and two annual staff professional & spiritual development gatherings.

Practicalities

- **BASED IN:** Exodus Lisburn
- **REPORTS TO:** Helen McKay (Operations Manager)
- **SALARY:** £25,500
- **HOURS:** Full-Time (37.5 hours / 5 days per week)
- **TERM:** Permanent (pending 6-month review)





TEAMS & SYSTEMS OFFICER CRITERIA

Essential skills, characteristics & experience:

1. **Ethos**: A personal Christian faith (subscribing to The Evangelical Alliance Statement of Faith) and full commitment to the Exodus Code of Conduct for Christian Staff.
2. **Administration**: At least 1 year in an administrative, operations, or logistics role.
3. **Digital Literacy:** High confidence using spreadsheets (Excel/Google Sheets) and working with databases/CRMs.
4. **Communication:** Clear, warm written and verbal communication skills for engaging parents, churches, and partners.
5. **Location:** Ability to work on-site at the Lisburn base.

Desirable skills, characteristics & experience:

1. Direct experience **coordinating complex logistics** (e.g., group travel, flights, event planning).
2. Experience of refining an administrative process, introducing a new software tool, or **improving** data workflows.
3. Experience with tools like Jotform, Google Workspace, or internal databases.
4. Experience of international teams or working **cross-culturally.**
5. Relevant **3rd Level qualifications**.



APPLICATION PROCESS

APPLY HERE

APPLICATION DEADLINE: Thurs 26th Nov 12 noon

1ST INTERVIEW: Thurs 10th Dec

2ND INTERVIEW: Thurs 17th Dec

START DATE: 18th Jan or earliest convenience

If you have any questions, please contact Helen - helen@exodusonline.org.uk

Job offers will be subject to confirmation of suitable references and a Basic Level Police Check through Access-NI.

See more at https://www.exodusonline.org.uk/access-ni

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