

# Role of Creative Design, Administrator & Research Person

Updated Dec2024 for Adullam Consortium

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<b>Official Title:</b>	Facilitator for <i>Creative Design, Administration &amp; Research (or short for: Creative Development)</i>
<b>Accountable to:</b>	Executive for Strategic Development (ESD)
<b>Responsible for:</b>	<i>Adullam Apprentice &amp; Outsourced Service Provider</i>

## ROLE SUMMARY:

To act on behalf of the ESD in providing approved NEW information for the creation of, and the establishing of the official website via *Web designer*

To administrate the gathering & analysis of information <sup>(for Adullam)</sup> as part of its strategic research to help develop ethos, values & standards in the public

To oversee the publication of the quarterly *Adullam Report*

To provide administrative support, occasionally in the capacity of a *personal assistant*, for the ESD for Adullam's bank account for operational purposes

To provide structure for *initial* orientation of apprentice to *Adullam*

## KEY RESPONSIBILITIES

To give an externally sourced Web designer the approved information for the creating *Adullam* website. To setup SSL and relevant annual subscriptions and hosting of web domains & emails via Web designer

To create a folder for policy portfolio produced quarterly for Adullam



To gather interesting and culture sensitive information for promoting the work of *Adullam*. To provide an objective analysis and advise accordingly

To engage with *protected* media platform as part of promoting of *Adullam* through the use of both *Adullam* email and encrypted means of communication without compromising the safety of workers & field contacts

To provide the ESD with initial information (external published works), whilst the ESD is still working on thorough response, for official *Adullam* public statements & public interviews. To do so without plagiarising.

To participate in proof-reading articles, for the purpose of grammar, drafted for the ESD for policy development

To gather the articles (*from invited authors*) and compile these for the quarterly *Adullam report using apps such as Mail chimp*. To edit and submit final draft to an ESD for approval. To email the *report* to donors & partners of *Adullam* (to endeavour to carry out these tasks in compliance with government data protection law)

To act as a signatory to the *Adullam* bank account as when needed.  
(*This responsibility has no liability, nor does it carry executive powers – it is simply administrative*)

To meet the ESD weekly to prepare for (un)foreseen travel assignments. To purchase travel tickets or make accommodation bookings for *Adullam* assignments for the ESD using bank account

To attend any relevant training for safeguarding and follow appropriate protocol/policy as part of our *Adullam* ethos & values

To itemise all payments and donations into a workable creative admin database in a way that allows the ESD to prepare for annual report & annual tax payments as directed by accountants or financial advisors to *Adullam*

To assist the ESD in preparing for meeting official governmental figures

To send out the preparatory document for apprentice accepted to *Adullam* apprenticeship. To help find suitable accommodation for them.

Template 1st Published: Sept 2023; **This (third) review: 21<sup>st</sup> Dec 2024;** Next Review: 1<sup>st</sup> July 2025



## Role Specifications for the *Adullam Facilitator for Creative Design, Administration & Research*

*This page contains information of what is required for the role above but it is not exhaustive. A candidate who doesn't meet all the requirements should not feel discouraged to apply. Submitting an application along with a max 2-page resume advised*

QUALITIES & QUALIFICATIONS	ESSENTIAL	DESIRABLE
<b>Education 1</b>	High school credits or equivalent in at least 3 of following subjects: <i>English; Philosophy; Arts; Language2; IT; Citizenship Design&amp;Technology; Math</i>	Apprenticeship for 2yrs or University degree in <i>Administration, Education, History, DataAnalytic, HR, International development, Oriental Studies, Politics</i>
<b>Education 2</b>	Faith-based internship/apprenticeship for min 12months full time in: <i>Humanitarianism, Conflict &amp; Reconciliation, Missions, Relief &amp; Development, etc</i>	A level or Equivalent at grade D or better in any of the following: <i>Law, Hospitality, Politics, History, Philosophy, Math, Languages, Geography, etc</i>
<b>Life Experience 1</b>	Gap year experience of $\geq 9$ months for $\leq 30$ yr old the <i>Poor; the Margined; Internally displaced<sup>IDP</sup></i>	Min 6months overseas unpaid work in NGO roles cross-culturally or in places of conflict
<b>Life Experience 2</b>	Cross generation/culture	Cross-faith <i>without losing own</i>
<b>Life skills 1</b>	Initiative; Persuasive	Innovative; Mediator
<b>Life skills 2</b>	Administrative; IT <sup>literate</sup>	IT <sup>graphics</sup> ; Motivational
<b>Character</b>	Endurance; Integrity	Self-control;
<b>Bonus</b>	Developed Inherency	Leadership; Cognitive <sup>IQ</sup>

### REMUNERATION FOR THIS ROLE

ITEM	Specifications	Allowances/Pay
MOU (with 4mos probation)	Min 7hrs pcw (from day1)	From £100 to £400 pcm
Paid Annual leave	1week pa (1month pro rata)	Full allowance; halfpay
Special Requirements	<i>No active Trustee role elsewhere; No govt employment; Not politically affiliated; No previous convicted abuse</i>	

Application Published: 20 Aug'24 on [www.adullamconsortium.com](http://www.adullamconsortium.com);

Closing date to apply: 31 Jan'25;

Proposed Interview date: Wed 19<sup>th</sup> Feb'25

