



Gloddaeth Holidays Administrator

(PART-TIME)



About Us

Gloddaeth ("Glod") Holidays is an exciting Christian ministry sharing the good news of Jesus with thousands of young people each year through our residential camps and schools ministry. We run a programme of Easter and summer camps for young people aged 10–18, from schools across the North and Midlands with currently 250–300 attending each year. Alongside this, we work with schools throughout the year, supporting Christian meetings, assemblies and chapels.

Our camps are at the heart of what we do – fun, high-quality holidays where young people build friendships and explore the Christian faith, many for the first time. We also run an extensive leadership training programme geared towards our 150–200 volunteer leaders.

This is a significant time for the ministry. We are observing an increased spiritual interest in our school visits, with many young people asking big questions of meaning and purpose. 70–80% of the young people who attend our camps come from unchurched backgrounds. While our longstanding focus on independent schools continues, we are beginning to explore how we might also serve pupils in state schools.

You can find out more at www.glod.co.uk and about our parent charity, the Titus Trust, at www.titustrust.org.

About You

We're looking for someone with a clear commitment to the gospel, whose character is marked by grace, gentleness and humility. You'll be organised, reliable,

and take care over the details, while also relating well to people.

You'll be comfortable managing a range of tasks and able to prioritise your work effectively. You're happy to take initiative, while also working well as part of a team.

Experience in administration or event organisation, either professionally or not, is important. We're open to applicants at different stages of experience and are looking for someone willing to learn and grow in the role.

Above all, you'll share a desire to see young people come to know Jesus and grow in faith, and be glad to play a key part in supporting that work.

About the Role

The Glod Administrator supports the delivery of Gloddaeth Holidays' year-round ministry and residential camps. Working closely with the Team Leader and the wider staff team, you'll help ensure that the administration behind the work runs smoothly and efficiently.



The Glod Office





Staff giving talk

Key Responsibilities

Administration & Organisation

- Support the administration of Glod's year-round work and residential camps
- Process bookings and manage office correspondence, including communication with parents, leaders, and supporters
- Maintain accurate records and ensure systems are well organised and up to date
- Possibly oversee the management of the Glod accounts, in collaboration with the Glod treasurer and Titus Trust Finance Co-Ordinator.

Events & Camps

- Help organise key events, including summer and Easter camps and associated reunions
- Liaise with venues and activity providers, and coordinate logistics
- Oversee the production of brochures and other promotional material

- Prepare information and briefs for leaders and participants
- Support the smooth running of camps and events, including being present where appropriate

Team Support

- Work closely with the wider team, supporting staff and volunteers in their roles
- Take on and help coordinate administrative tasks across the team
- Opportunities (depending on experience and interest) to be involved in camps, schools work, or supporting young people and leaders in their faith
- **Location:** Manchester or Birmingham (alternative locations across the North/Midlands can be discussed)
- **Hours:** 2.5 - 3 days a week, which could be over 5 mornings
- **Salary:** from £26,000 depending on experience
- **Start Date:** Ideally 24th August 2026 (flexible for the right candidate)
- **Occupational Requirement:** Must be a committed Christian
- **Safeguarding:** All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check with barred list information
- **Eligibility:** UK-based post; applicants must live in and have the right to work in the UK



Person specification

REQUIREMENT	ESSENTIAL OR DESIRABLE?
Faith & Christian Commitment	
A committed Christian with a clear personal faith and agreement with the Trust's doctrinal basis	Essential
Actively involved in the life of a local church	Essential
Experience	
Experience of administration, organisation, or coordinating tasks/events	Essential
Experience of working with young people or in a Christian ministry context	Desirable
Experience of basic financial administration or bookkeeping	Desirable
Skills & Abilities	
Strong organisational skills and attention to detail	Essential
Able to manage a varied workload and prioritise tasks effectively	Essential
Clear and confident communication skills (written and verbal)	Essential
Able to use common IT systems (e.g. email, spreadsheets, databases)	Essential
Personal Qualities	
Reliable and conscientious, with a high level of accuracy in their work	Essential
Able to relate well to a wide range of people	Essential
Willing to take initiative as well as work as part of a team	Essential
Qualifications & Training	
Relevant training or qualifications in administration or related areas	Desirable

