

At Green Pastures, we believe homelessness has no place in our world. For 25 years, we've been providing safe homes, life-changing support, and sharing the hope of Jesus with those in need. Now, we're looking for an Administrator to help ensure the smooth and efficient running of our operations, supporting our team and partners as we work to change more lives.

If you're organised, detail-oriented, and passionate about making a real difference, this could be the role for you. Your administrative skills will help us offer hope and practical support to those who need it most.

Job Title: Administrator

Where: 28 Union Street, Southport Or Remote Working - Nationwide

Hours: Full-time or part-time available

Wage: £24,570 per annum

Contract: Permanent (with 6-month probation)

Start Date: Immediate

WHY THIS ROLE MATTERS

As a Head Office Administrator, you'll play a vital role in supporting the day-to-day operations that enable our mission to thrive.

Through your organisation, attention to detail, and commitment to excellence, you'll help ensure that our teams and partners are equipped to provide homes for people overcoming homelessness, addiction, and hardship.

You'll be at the heart of our work—providing essential administrative support that helps create safe, stable homes where people can find dignity, hope, and a fresh start.

WHAT YOU'LL BE DOING

Property and Tenancy management, which includes:

- Being the point of contact for residents
- Setting up and ending tenancy agreements
- Monitoring rent accounts
- Managing renovation work including liaising with contractors
- Ensuring rented property is fully compliant
- Managing utility contracts
- Dealing with ad hoc queries and enquiries

WHAT YOU'LL GET

- A chance to be part of a mission-focussed, passionate team.
- Ongoing training, mentorship, and support.
- Regular team gatherings (online and in-person) to connect, collaborate, and encourage one another.
- A role where your work truly matters—changing lives every day.
- Extra days holiday for length of service and days off at Christmas.

You can read more about Green Pastures and our values by clicking [here](#).

READY TO APPLY? We'd love to hear from you!

Follow the 'Apply Now' link at: [**greenpastures.co.uk/vacancies**](https://greenpastures.co.uk/vacancies)

Join us in creating a future without homelessness
for even more people: **Your passion could change lives!**