

Position: Executive Assistant (Full-Time)
Location: Central London- Archway
Contract Type: Full Time
Hours: 37.5 hours (but flexibility is a must)
Reporting to: Director of Worship Tabernacle
Salary: £22950 to £27950
Benefits: 20 days annual leave + bank holidays

How to Apply:

Please send your CV and cover letter to info@worshiptabernacle.org.uk by 30th of July 2019. Please indicate your availability in your cover letter.

Your cover letter should highlight your interest in Worship Tabernacle and your motivation for undertaking this job. Please detail your relevant experience, ensuring this is in line with above job description and person specification.

Worship Tabernacle is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. Additional information about the organization is available at www.worshiptabernacle.org.uk

The closing date for this position is 30th July 2019. Please note, if you have not heard from us 4 weeks from the closing date, please assume your application has been unsuccessful on this occasion. Please note that this is a UK-based post and candidates must already have the right to live and work in the UK.

May I take this opportunity to thank you for your interest in working for Worship Tabernacle.

EXECUTIVE ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

Worship Tabernacle is a registered charity that is faith based and faith inspired. Our Ethos springs from the desire to reflect Christ's love and commitment people and their well-being, which are underpinned by our mission statement grounded on sound Christian principles, as part of God's creation. We value everyone irrespective of their race, nationality, gender, ability, disability, class or relation and show love, respect and dignity to everyone.

As an Executive Assistant in Worship Tabernacle, the individual is expected to possess excellent communication skills, be trustworthy, honest, friendly and reliable with a passion for good customer service. Working as an integral part of the office team, the Administrative Assistant's role is to love the Lord, love people and love service. He/she will ensure commitment to our mission statement of shaping lives, fulfilling dreams and guaranteeing success as well as being sympathetic to our Christian values. In addition, the He/she will facilitate the smooth and efficient running of the office. They must be able to cope with pressure and develop positive relationships with a diverse range of people, both within and outside the church

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Job Summary:

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organising meetings and appointments, often controlling access to the manager/executive.
- Booking and arranging travel, transport and accommodation
- To provide effective administrative support to all office operations
- To support the team with basic financial administration including the processing of invoices and donations.
- To take responsibility for fundraising administration, including administration of donations from the public, supporting events and contributing to written fundraising proposals.

Key Responsibilities

- To be first point of contact for incoming callers, screening of enquiries, ensuring an efficient, welcoming, helpful and polite service is always given.
- Serves as gatekeeper to the Co-lead Pastor, while ensuring people are helped in a friendly and efficient manner.
- Be a two-way channel of information – receiving requests and tasks from Pastor and communicating with internal and external contacts and reporting back.
- Taking telephone messages accurately and keeping Pastor updated through email and status of tasks.
- Dealing with other post (both internal and external), ensuring outgoing mail is sent with appropriate priority status and sent out in a timely fashion.
- Prioritise and action daily tasks and keep Pastor updated on status of tasks
- Maintain discretion and utmost confidentiality especially of sensitive information
- Liaise with Pastor, on diary matters and forward planning of events and administrative matters.
- Welcoming visitors, hosting in a courteous and friendly manner
- Informing Leaders of monthly & ad hoc meetings and send out reminders of meetings via sms
- Sending out visitor letters promptly and follow up messages
- Sending out name / no to care team members
- Responding to email enquiries promptly, and send messages via info@WT
- Processing and resolving weekly and daily database reports
- Ensuring signing in/out sheets of staff and visitors are maintained
- Maintain both electronic and paper filing systems.
- Maintaining and ordering office stationery requirements
- Ensuring efficient communication between the Director, staff and ministry.
- Takes initiative for new and special projects, as requested by the Pastor
- Represents the Pastor in dealing with members of the congregation, other churches, and the community at large, as required
- Providing comprehensive administrative and operational support to ministry staff and assisting with communications, publicity and events management
- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents, and maintain presentations, spreadsheets and databases;
- Communicate with suppliers and order stationery; ensure availability of day-to-day office items
- "Dealing with issues" on a daily basis, i.e. deal with various challenges or issues that arise on a day to day basis as well as ad hoc duties to ensure the smooth running of the office – **(Please note this is a key requirement of the role).**

Servicing Trustee Meetings

- Prepare for meetings, typing up Agenda and production of other documents,
- Act as Secretariat for the Board of Trustees
- Liaise with Trustees as appropriate; schedule Board meetings,
- Record minutes of the meeting and distribute them
- Organize refreshment for meetings

Diary Management

- Managing Director's and Assistant Director's diaries and scheduling appointments
- Calling and setting up meetings and ensuring the Director is adequately prepared
- Planning logistics of itineraries & speaking engagements, including travel arrangements (within UK)**
- Book meeting room or alternative meeting space appropriately

Yearly Calendar - Weekly, Monthly and Yearly

- Manage weekly, monthly and yearly calendar
- Ensure the Pastor is kept informed of daily activities
- Forward planning the yearly events

Financial duties

- Processing card payments
- Counting offering and depositing cash and cheques received into the bank
- Maintaining petty cash
- Checking, chasing invoices for any discrepancies and prompt payment once they have been agreed.
- Being proactive with bill payment and ensuring clarification of any discrepancies to ensure accuracy before sending off for authorisation for payment.
- Making gift claims
- Printing out tax returns
- Entering standing orders
- Entering and banking donations
- Filing income sheets / building
- Entering anonymous
- Filing post bank and card statements

- Gift / stewardship

Other Duties

- Facilitating pre marital seminars i.e. informing participants via bulk sms, prepare materials etc
- Preparing and printing marriage and dedication certificates
- Updating announcements if necessary
- Printing references
- Carrying out background research and presenting findings as required by the Director
- Engage in marketing and networking within the Borough i.e. researching community activities and advising the Director appropriately – basically being the “eyes and ears” of community functions in the Borough.
- Dealing with occasional mail shot.
- Attending meetings and taking minutes as required.
- Maintaining office supplies, order stationery and cleaning supplies etc ensuring adequate levels always
- Preparing refreshments for meetings
- Reviewing and improving processes and developing office management procedures
- Organising and storing paperwork, documents and computer-based information
- Devising and maintaining office systems;
- Attending and participating in Christian worship and prayer on a regular basis
- Accepting any other tasks in line with the key responsibilities above, which may from time to time be required to further the work of Worship Tabernacle.
- Participating in the appraisal process, agreeing and reviewing objectives in conjunction with the Office Manager.
- This job description is not intended to be all-inclusive.
- Staff may perform other related duties as necessary to meet the ongoing needs of the organization.

This list is not an exhaustive list!

Person Specification
Executive Assistant

Attributes/Skills	Essential	Desirable
Education / Professional Qualification	Educated to Degree Level or A Level Standards, NVQ, OND, HND or equivalent Financial Literacy	PA Training Awareness of simple budgeting
Experience	<ul style="list-style-type: none"> ➤ Must have at least 3 years' experience ➤ Diary Schedule and Management ➤ Arranging Itineraries ➤ Researching and Presenting Information ➤ Competent with IT Packages ➤ Taking Minutes 	Knowledge / experience of building relationships with people including church leaders
Skills	<ul style="list-style-type: none"> ➤ Good written and verbal communication ➤ Excellent organisation & administrative skills ➤ Demonstration of strong working knowledge of computers and proficiency in software programs, including Microsoft Office, and use of the Internet ➤ Ability to work with Database ➤ Ability to work independently ➤ Excellent Interpersonal Skills ➤ Ability to prioritize and multi task ➤ Experience of updating websites and managing new media profiles, e.g. Facebook/twitter, Instagram 	<p>Keen interest to work in the voluntary sector</p> <p>Aptitude and ability to navigate different technologies and databases</p> <p>Prior experience of event management</p>
Personal Qualities	<ul style="list-style-type: none"> ➤ Caring, Friendly and Warm personality ➤ Ability to relate to others ➤ Helpful, Flexible and Adaptable ➤ Excellent Initiative ➤ Highly Motivated & a great deal of patience ➤ Must possess efficient, caring and discerning telephone skills 	<p>Understanding of Cross Cultural Issues</p> <p>Knowledge / awareness of some of the pressures involved in running a</p>

Worship Tabernacle – Job description

	<ul style="list-style-type: none"> ➤ Must have a heart for the ministry of Worship Tabernacle Church and the people of this church family ➤ Must possess the desire to aid the Pastor in fulfilling his responsibilities and lighten his load whenever possible ➤ Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance ➤ Must be or willing to become a member of Worship Tabernacle (WT) who supports the vision and values of WT ➤ Commitment to Worship Tabernacle’s Mission Statement ➤ Must be able to work outside core hours occasionally to support Trustee meetings and other church activities 	church and church practices
Other	This post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.	