

**Executive Assistant and Communications Officer to CEO**

JOB TITLE:	Executive Assistant & Communications Officer to CEO
PLACE OF WORK:	Trust Court, Histon, Cambridge
HOURS OF WORK:	15 hours per week. Some flexibility will be required; time off in lieu is allowed.
HOLIDAY:	37 working days allowed annually pro rata (14.8 days). This includes all statutory Bank Holidays, Christmas Eve, and the 3 days between Christmas and New Year
SALARY:	£25,000 – 27,000 pro rata (depending on skills and experience)
	Pension: Serving in Mission will include the post holder in the charity's Defined Contribution Pension scheme and will contribute 8% of salary. To comply with Auto-enrolment legislation the postholder contributes 3% into the scheme.
RESPONSIBLE TO:	Executive Director

**ETHOS**

Serving In Mission is a community of God's people committed to Biblical truth and to *working hand-in-hand with evangelical churches, to send and receive gospel workers equipped to cross barriers to make disciples in communities where Christ is least known.*

We believe that God has called us to show Christ's love and compassion and share Christ's message in communities where Jesus is least known.

The post holder is therefore required to:-

- have a personal knowledge of Jesus Christ as Lord.
- participate in Christian prayer and devotional meetings.
- sign their full agreement with the SIM Commitment Statement.
- have a belief that our powerful God loves to answer the prayers of his people and provides for the needs of his mission as we seek first his kingdom in obedience to everything Jesus taught.

## **JOB SUMMARY**

You will be responsible for providing executive level administrative support for the CEO, to take a role in coordinating and managing events linked to his diary and to help establish relationships with key internal and external stakeholders through social media.

You will devote time to the management, development and maintenance of the social media and communications the CEO puts out in collaboration with the SIM UK communications department, aligned with the strategic and country-specific initiatives being established.

This is a busy and varied post requiring an enthusiastic and highly competent person able to multi-task and to work to deadlines. You must be proactive in your approach to your duties.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Provide administrative support to the CEO, with respect to executive scheduling of internal and external meetings ensuring the best use of CEO time.
- Manage, develop and maintain the social media and communications for the CEO.
- Receive and deal with incoming emails, relay information and action as required.
- Maintain inbox system to allow for swift responses and actions by the CEO.
- Draft letters, documents, agendas and minutes as appropriate which conform to SIM brand and standards in terms of appearance and professional content.
- Co-ordinate CEO external diary commitments and travel arrangements, arrange meetings, liaising with venues, suppliers and caterers as required.
- Work with the in-office team, welcoming guests as required for the CEO.
- Flexibility to pick up other ad-hoc administration tasks for the CEO as required.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Minimum of 7 GCSEs to include English language, and 2 A-levels or educational equivalent.	
<b>Experience</b>	<p>Current administrative experience including typing, data input, organising meetings, preparing agendas and correspondence.</p> <p>Experience of implementing office systems, policies, procedures.</p> <p>Experience of working in a diverse environment where priorities can change and adjustment to work practices made.</p>	<p>Experience of cross-cultural or overseas mission</p> <p>Previous experience of administration in a charity or Christian organisational setting</p> <p>Experience of managing an executive office environment</p>
<b>Knowledge</b>	<p>Local church and global missionary initiatives with SIM and other organisations.</p> <p>Ability to learn SIM mission policy, processes, and procedures.</p> <p>Excellent knowledge of Microsoft Office software, including:</p> <ul style="list-style-type: none"> <li>- Outlook to manage and schedule work and dairies.</li> <li>- Word to produce minutes, letters, and reports.</li> <li>- Excel for processing data.</li> <li>- PowerPoint to produce presentations.</li> <li>- Social media and mailing systems (MailChimp) and ability to follow branding guidelines.</li> </ul>	<p>Awareness of the diverse UK evangelical church environment</p> <p>Awareness of UK GDPR regulations</p>
<b>Skills</b>	<p>Proven organisational and planning skills including ability to track the flow of strategic decision making and enable consistently clear communication.</p> <p>Ability to facilitate executive-level relationships with board, staff and all stakeholders in the organisation.</p> <p>Professional communication skills in dealing with churches, mission organisations, businesses, and colleagues by telephone and in writing.</p> <p>Minute-taking skills</p> <p>Ability to learn the use of the database.</p>	
<b>Personal Attributes</b>	<p>Christian with clear convictions about the purpose, mission, vision, evangelical basis, and ethos of Serving in Mission.</p> <p>Ability to work under own initiative.</p> <p>An eye for detail.</p> <p>Good time management, meeting deadlines.</p> <p>Flexible and adaptable.</p> <p>Confidentiality.</p>	
<b>Other requirements</b>	Willingness to travel on occasions between London, Cambridge and within the UK, as required for the role.	