



EXECUTIVE ASSISTANT TO THE PRINCIPAL OF REGENTS AND NATIONAL DIRECTOR OF TRAINING

Department:	Regents Theological College
Reports to:	Regents Principal & National Training Director
Place of Work:	Elim International Centre, Malvern
Working hours:	Part-Time (3 days, 22.5 hours)
Salary band:	£ equivalent to £29,250 per annum (Pro Rata £17,550)
GOR:	Yes

INTRODUCTION

The Elim Foursquare Gospel Alliance is a growing Movement of over 450 Christian congregations in the UK and Ireland. Elim's fundamental and distinctive characteristics consist of priorities and commitments that we consider God-given, non-negotiables which reflects our spiritual heritage.

Elim International Centre in Malvern is the base for the Elim's ministry, mission, training, administration and finance departments, serving the denomination's churches and activities. Regents Theological College is a Pentecostal College and part of the Elim Movement. Regents Theological College has been established for over 100 years and plays an integral part in the Elim Movements mission to disciple people, raise up leaders, plant churches and reach nations.

The Principal of Regents Theological College also holds the position of National Training Director and provides strategic leadership to Regents Theological College and Elim Training. The Principal in fulfilling these roles reports to the General Superintendent (GS) and works with the Regents Advisory Board (Elim College Ltd Trustees). The Principal is also an elected member of Elim's National Leadership Team (NLT). Therefore, the Executive Assistant will support the Principal, working in close cooperation with others working in the Regents team and Elim International Centre. To be successful, you will need to deliver an effective and competent level of administrative/secretarial and project administration. You will be responsible for diary management as well as acting as the first point of contact for both senior managers and team members. You will require an extensive knowledge of Elim and ideally have some experience in an educational setting. It is essential that you can maintain confidentiality.

The role is part-time to be worked 3 or 4 days of the week between Monday – Thursday. There will be the occasional need to work Fridays and Saturdays in the event the Principal is hosting a weekend conference. Such events are normally planned at least 6 months in advance.

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THE ROLE

The role of Executive Assistant to the Principal & National Director of Training is to provide specialist administrative and project support. You will be a team player, solution focused, quick to learn with a willingness to embrace and adopt a relational project management approach to completing delegated tasks. This includes diary management, scheduling meetings, collating supporting documents and record keeping for management and governance purposes. You must be proactive, focused and organised with consistent attention to detail, and you will be expected to work collaboratively with internal and external stakeholders and partners.

DUTIES INCLUDE:

- Acting as first point of contact for the Principal, dealing with routine and specialist enquiries in a positive relational manner, communicating relevant information to stakeholders, referring to others as appropriate. Manage the Principal's primary inbox (excludes Confidential inbox), monitoring correspondence, prioritising responding where appropriate and ensuring timely follow up.
- Provide proactive diary management to ensure effective prioritisation of time, enabling adequate periods for rest, preparation for meetings, as well as writing and speaking engagements.
- Screen, assess, and manage incoming enquiries on behalf of the Principal, exercising compassion, sound judgement and discretion.
- Lead on the planning and delivery of various small projects and training events planning, as directed by the Principal, drawing on project administration approaches to meet various deadlines.
- Demonstrate the ability to work independently and on own initiative, within defined policies and procedures, to meet established timescales. Contribute, as directed, to the input, monitoring, and production of reports.
- Provide research and analysis to support the various tasks of the Principal including activity with internal boards such as the NLT, and external boards.
- Provide research and preparation for speaking events which includes producing notes and PowerPoints related to the topics which will generally involve reference to the Bible, theological commentaries and leadership research.
- Track key actions from meetings attended by Principal, ensuring follow up occurs and deadlines are met, using IT tools including AI tools to ensure effectiveness and efficiency in working.
- Maintain awareness of policies and protocols, managing sensitive communications and stakeholder interactions with discretion.

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- Maintain accurate and well organised electronic filing systems for the Principal's Office ensuring compliance with GDPR and IT security practices.
- Book and arrange safe and cost-effective travel, transport and accommodation for the Principal as needed.
- Undertaking research and development as directed.
- Provide administration support for projects such as Elim College Online.
- Collating and filing expenses.
- Carrying out other appropriate delegated duties as required.
- Attend training as required.

THE PERSON

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Educated to at least NVQ level 3 in a relevant subject or equivalent level of qualification or significant previous experience	√		A/C
	Demonstrable experience of working in an administrative environment and working with computerised data systems	√		A/I
	Experience of working in an office environment, ideally with some experience in education.		√	A/I
	Excellent IT skills including working knowledge of Microsoft packages (Word, Excel, PowerPoint, Planner, Project and Outlook) and AI tools.	√		A/I
	Understanding of Data Protection, and confidentiality, as well as an awareness of Safeguarding best practice.	√		A/I
Communication Skills	Excellent written and verbal communication skills	√		A/I/T
	Ability to work effectively as part of a team	√		A/I
	Problem solving skills	√		A/I/T
Autonomy	Able to work on own initiative, organising and prioritising own workload to set deadlines	√		A/I/T

Equality and Diversity	Understanding of and commitment to equality of opportunity and good working relationships	√		A/I
Other	An ability to maintain confidentiality and trust	√		A/I
	Good time keeping	√		A/I
	Flexible approach to work	√		A/I
	A professional, positive, can-do attitude	√		A/I
	Ability to take initiative whilst also demonstrating tact, discretion and diplomacy.	√		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate

GOR Requirement

Due to the nature and context of this role, there is a Genuine Occupational Requirement for the postholder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.

The Executive Assistant will work closely with the Principal and National Training Director in supporting the delivery of theological education, preparation of Christian teaching materials, and engagement with the leadership structures of the Elim Foursquare Gospel Alliance. The role requires a high level of understanding of, and personal commitment to, the Christian faith, including alignment with Elim's beliefs and values.

The postholder will be required to handle sensitive matters relating to ministry, leadership and pastoral contexts, contribute to work involving biblical and theological content, and represent the ethos of the organisation in interactions with internal and external stakeholders. As such, it is necessary that the postholder is able to demonstrate a personal Christian faith and a commitment to the mission, vision and values of Elim.

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FURTHER DETAILS

Successful candidates who will be invited for an interview will receive more information on who we are as a movement and what we do. If you would like to receive this information prior to this, please contact the HR department at Alison.Dunsmore@elim.org.uk to request a copy of the information.

Alternatively, the information is also online on the following websites.

- Elim Movement: <https://elim.org.uk>
- Regents Theological College <https://www.regents-tc.ac.uk/>
- Elim Training Online <https://www.elimonline.training/>

APPLICATION

To apply for the role please send a CV and covering letter to Alison.Dunsmore@elim.org.uk

CONTACT

Alison Dunsmore | Elim International Centre HR Manager

Email: Alison.Dunsmore@elim.org.uk

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