



ADMINISTRATION ASSISTANT TO THE DIRECTOR OF MINISTRY

Department:	General Superintendent Office
Reports to:	Director of Ministry
Place of Work:	Elim International Centre, Malvern
Working hours:	Part-Time (3 days, 22.5 hours)
Salary band:	£20,000 - £23,000 per annum (Pro Rata)
GOR:	NO

INTRODUCTION

The Elim Foursquare Gospel Alliance is a growing Movement of more than 550 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. The Director of Ministry (DoM) provides the day to day coordination and oversight of the selection and training of Elim ministers, along with the stationing of ministers in Elim churches. Other aspects of this role will ensure Elim continues to develop its increasingly effective provision of ministry in the discipline, care and welfare of ministers.

The DoM work as part of the General Superintendent (GS) senior team. You would therefore work within the broader GS team and in close cooperation with the GS office. Your responsibility will centre on providing administrative support to the DoM. In order to be successful, you will need to deliver an effective and competent level of administrative/secretarial support including the administration of meetings, diary management as well as acting as the first point of contact for the DoM. You will require an extensive knowledge of the organisation and be able to work effectively and unsupervised in the absence of the executive.

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THE ROLE

You will need to deliver an effective and competent level of administrative /secretarial support including the administration of meetings, accurate record keeping and diary management as well as acting as the first point of contact for the DoM. You will need to be able to work effectively and unsupervised in the absence of DoM and you are expected to work collaboratively with the organisation's administration assistants and PA's.

DUTIES INCLUDE:

- Acting as first point of contact for the DoM, dealing with routine and specialist enquiries in a pleasant and helpful manner, communicating relevant information to stakeholders, referring to others as appropriate.
- Managing an electronic diary, including arranging and changing appointments, prioritising these as appropriate.
- Sorting and prioritising incoming mail / e-mail, distributing and corresponding where appropriate, on behalf of the DoM.
- Answering telephone calls, taking messages and passing on accurate information etc. to the relevant departments/person.
- Dealing with the DoM's visitors to Elim International Centre, organising hospitality and signposting where required.
- Photocopying and word processing documents, letters, emails, minutes, action logs and reports when required.
- Developing and maintaining effective electronic and paper filing systems, to ensure that information is kept securely in line with GDPR regulations and is accessible to other members of the team as appropriate.
- Being able to work on your own initiative and unsupervised, within defined policies and procedures and to set timescales.
- Having a flexible/adaptable approach to work in order to meet various deadlines.
- Being responsible for organising meetings and events for the department and carrying out the relevant administrative work as required (such as preparing agendas and completing minutes).
- Proof-reading, word-processing, compiling and preparing minutes, reports and presentations.
- Inputting into, monitoring and printing reports from computerised systems.
- Collating and filing expenses.
- Booking and arranging travel, transport and accommodation when and where directed
- Carrying out other appropriate delegated duties as required.
- Attend training as required.

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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 2 in a relevant subject or equivalent level of qualification or significant previous experience of working as a PA to senior management.	√		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		√	A/I
	Working knowledge of Microsoft Office including Word and Excel	√		A/I
	Understanding of Data Protection and confidentiality	√		A/I
Communication Skills	Clear communicator with good writing, data entry and telephone 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			
	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
	An understanding of Elim and its ethos		√	A/I

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

A=Application form

I=Interview

T=Test

C=Certificate

We would expect the successful role holder to be sympathetic to the Christian Faith and the Ethos of Elim Foursquare Gospel Alliance. Prior knowledge of Elim and the Christian Faith is desirable.

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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 jimmy.vansanten@elimhq.net to request a copy of the information.

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

- Elim Movement: <https://elim.org.uk>

CONTACT

Jimmy van Santen – HR Manager

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