JOB DESCRIPTION

Job Title: Executive Assistant to the Senior Minister and Core Team

Overall Purpose: To enable efficient and agile leadership at Upton Vale by providing administrative support to the Senior Minister and Core Team.

Hours: 20 hours per week
Temporary position until 31 December 2021

Salary: £20-22,000 pro rata

Line Managed by: Senior Minister

Key Responsibilities

Management of:
- Meetings – attending Staff and Core Team meetings and following through on communications and tasks.
- The diary of the Senior Minister – appointments and scheduling tasks.
- Communications – filtering emails, internal and external messaging.
- Administrative support of ministry areas, as and where appropriate.

Particular Tasks

Meetings
- To arrange meetings on behalf of the Senior Minister and Core Team.
- To prepare agendas and take minutes of meetings, when requested.
- To manage, monitor and record progress on projects and tasks on behalf of the Senior Minister and Core Team, liaising with team members and Trustees, as required.
- To assist the Senior Minister in the completion of his goals and tasks.
- To attend appropriate meetings and events on behalf of the Senior Minister.
- To monitor budgets on behalf of the Senior Minister.

Diary Management

- To organise and maintain the diary of the Senior Minister, scheduling tasks and arranging appointments, events and meetings as requested.

Communications – filtering emails, internal and external messaging

- To assist the Senior Minister with emails, correspondence and other internal and external communications.
- To establish and maintain manual and electronic filing systems for the Senior Minister.
- To assist the Senior Minister, Core Team and Trustees in dealing with media enquiries and preparing media statements.

Administrative Support

- To provide secretarial and administrative support to other ministry areas, as and when required.
- Whilst some flexibility to working hours is envisaged, the role requires being available for meetings on Mondays and Wednesdays.