

KESWICK MINISTRIES JOB VACANCY, MAY 2021

EXECUTIVE ASSISTANT TO THE MINISTRY DIRECTOR

Looking for a unique opportunity to serve? The Ministry Director, who is *de facto* the CEO of Keswick Ministries, is looking for a professional, self-motivated and highly organised Executive Assistant who knows how to turn things around quickly and efficiently. If you have the creative drive to initiate and see projects through to completion, as well as a keen eye for detail and know how to maximise IT to make things more efficient, this is a great opportunity for you to apply for.

Key Details:

ROLE TITLE: Executive Assistant to the Ministry Director of Keswick Ministries.

ROLE TYPE: Maternity Cover, 1 year with the possibility of extension. The role is full time (37.5 hours per week).

LOCATION: The role can be done remotely, but with regular visits to the Keswick office.

SALARY: £26,000 p/a

START DATE: September 1st 2021

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Application deadline: 1st June 2021, 4pm.

Interviews: 14th June 2021, in Keswick.

Contact: If you would like to apply for this role, please email your CV and a Cover Letter to Kate Leach at kate.leach@keswickministries.org.

The main responsibilities of the role include:

1) Executive Assistant to the Ministry Director

- Understanding and then supporting Ministry Director's priorities so he can be more effective in thinking, deciding, communicating and relating.
- Managing Ministry Director's diary, correspondence (emails + letters), files, contacts/relationships and administration.
- Organising Ministry Director's itinerary, helping to organise and prepare for meetings, and helping to ensure actions are carried out after meetings. Flagging up to Ministry Director key things he should be thinking about each day.
- Helping to write and produce key documents for Ministry Director – e.g PowerPoints
- Offering options, suggestions and ideas to help Ministry Director as he shapes the events run by Keswick Ministries.

2. Supporting Executive Team

- HR Managing Process – ensuring paperwork is in place for existing employees, encouraging staff one to ones and organising inductions and annual reviews.
- Organising, circulating papers for, minute taking, following up on actions from key meetings including: Council meetings, staff half days, staff meetings and Keswick Leadership Team meetings.
- Act as a point of liaison between Ministry Director and staff team.
- Helping set up meetings for staff, including logistical arrangements with Zoom.

3. Project Management of Teaching and Training

- Helping to oversee and keep record of planning and progress of Teaching and Training programme, holding regular update meetings with key staff members.
- Proactively thinking big picture around each event.
- Helping with specific tasks for different events; e.g.: collating feedback documents, writing welcome letters, setting up planning/review meetings, drafting budgets in Excel.

4. Run Small Projects

- To have creative drive to initiate small projects and see them through to completion.

Personal Specification:

- Wholehearted belief in and commitment to KM's faith, values and conduct;
- Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail;
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners;
- Expert level written and verbal communication skills;
- Flexible and self-motivated;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Discreet in handling sensitive situations or confidential information;
- Resourceful team-player, with the ability to also be extremely effective independently;
- Forward looking thinker, who actively seeks opportunities and proposes solutions;
- Highly IT-literate, including report writing and preparation of PowerPoint presentations.