

Executive Assistant & Office Management

Information for prospective candidates



**Keswick
Ministries**
HEARING BECOMING SERVING

Introduction and Context

Keswick Ministries exists to inspire and equip Christians to love and live for Christ in His world. Our three priorities are to hear God's Word, to become like God's Son, and to serve God's mission in the world. At the centre of what we do is the Keswick Convention, begun in 1875. The Convention draws more than 12,000 Christians, including around 3000 children and youth, from across the UK and around the world to Keswick every summer. It provides Bible teaching for all ages, vibrant sung worship, a sense of unity across generations and denominations, and an inspirational call to serve Christ in his world.

We are at an exciting period in Keswick Ministries' history. Having completed the Derwent Project, we are now using the Pencil Factory as host for the Convention, bringing all our activities together in one location. It has also provided us with a base from which to deliver our year-round ministry of inspiring, equipping, Bible-centred teaching and training events that focuses on 'whole of life' discipleship. And alongside that a venue that is available to hire and provide a fantastic location for conferences, concerts, and church events.

In addition, we produce resources, both printed and digital, that point to Christ and help with daily discipleship. We are also a catalyst for the Keswick Fellowship, a fellowship of Bible Conventions in the UK and around the world that originate or draw their inspiration from the Keswick Convention.



Letter from CEO

We are thankful to God for the many opportunities he is bringing us. We want to be able to help believers grow in their walk with Christ, refresh the church and have a passion to see the gospel go to all peoples. And it takes a staff team to deliver that vision. We are therefore seeking to build our staffing capacity as we continue to grow, and this role of Executive Assistant & Office Management is key to being able to deliver the vision we believe the Lord is calling us to pursue. So, we are delighted to be seeking a capable and professional individual to be a key support to the leadership in the ongoing ministry. I look forward to meeting you!

In his grace



Mark Ellis

Letter from Director of Business Operations

We are experiencing an exciting time of growth at Keswick Ministries and are thrilled to be looking to appoint someone to support the directors and manage our internal office systems. We are looking for a highly organised individual with excellent people skills to join us in our dynamic, fast paced office, providing crucial support as we grow our ministry and business operations into the future.

In Him



Mike Causey



Job Description

Purpose of Role - To support the Directors and manage the office systems at Keswick Ministries

Reports to – Director of Business Operations

Key Relationships – Chief Executive Officer, Director of Business Operations, Leadership Team

MAIN RESPONSIBILITIES:

- **Executive Assistant to the Directors**
 - Understand and seek to support the CEO & DBO's priorities so they can be more effective in thinking, deciding, communicating, and relating
 - To manage the CEO & DBO's diaries, including organising meetings and travel itineraries
 - To manage the CEO & DBO's emails and correspondence
- **To co-ordinate all aspects of core meetings**
 - Organising participants and venues, paperwork (agendas, taking minutes), monitoring and implementing action points
 - Help to ensure excellent communication between teams within KM
 - Travel to London for trustee meetings twice per year
- **Develop and support office procedures**
 - To support a culture of collaborative partnership and generous co-working across teams
 - To maintain an inventory of office supplies and order more as needed
 - To establish and maintain office procedures and systems as directed by DBO, such as: phones, IT, monthly and annual reviews
 - Maintain licenses and manage subscriptions
- **Manage HR processes**
 - Manage all aspects of recruitment processes (including advertising, correspondence, co-ordinating interviews, onboarding)
 - Ensure HR paperwork is in place and up to date for all staff (including contracts, job descriptions)
 - Ensure monthly and annual review processes are in place
- **Other**
 - Project manage smaller projects for Leadership Team members as agreed by CEO
 - During the 3 weeks of Convention – core facilitating the Chief Executive Officer and Director of Business Operations



Person Specification

- Wholehearted belief in and commitment to KM's statement of beliefs and values - [About Keswick Ministries - Keswick Ministries](#)
- Confidentiality & professionalism within wider team
- Strong attention to detail
- Strong interpersonal skills
- Project management and ability to manage multiple deadlines and requests

Key Details

Contract – Permanent

Hours – 37.5 hours

Location - Hybrid; Tuesday/Wednesday/Thursday onsite in the Keswick office

Salary – £26-30k per annum depending on experience

Pension – 8% employer contribution and Salary Sacrifice option

Holidays - 25 days plus bank/public holidays. This includes four days between Christmas & New Year

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law. **Due to the nature of the work, there is an Occupational Requirement that the post holder is a practicing Christian under the Equality Act 2010, Part 1, Schedule 9. Employees are required to agree to Keswick Ministries statement of beliefs and values.*

Start Date: As soon as possible

How to apply – Please send a **CV**, a **cover letter** as to why you want this role, and completed **application form**. Application form available from: keswickministries.org/join-the-team/. Please send these three items to jobs@keswickministries.org

Closing Date – Sunday 11 May 2025

Interviews – 15/16 May 2025

