

## **‘All for Jesus’**

### **Job Advert: Executive Assistant to Director of Operations and Senior Management Team**

In the heart of London’s West End, All Souls Langham Place is a conservative evangelical Anglican parish with a large and diverse congregation. Centred on All Souls Church, our ministries operate out of multiple locations around the parish. We want God to use our rich inheritance, our exciting location and our diverse membership in the extension of His Kingdom. This is reflected in our church vision: ‘All for Jesus’.

Having moved most of our worship and ministry activities online over the past year, we are now planning the restart of our live services and ministry activities in 2021. This is an incredibly exciting time for the church, as we look forward to seeing each other face to face, as well as keeping in touch with our new ‘Friends of All Souls’ who reach us digitally from around the world.

### **The role**

This is a new role designed to give Executive Assistance to the Director of Operations in the delivery of his role, with an immediate focus on supporting the design, implementation and running of the new governance and management framework. This new framework covers the working relationship between the parish charities, as well as the range of oversight committees and other groups that will enable the parish to deliver its vision, All For Jesus, to the best of our ability. The postholder will be expected to understand and support the vision prayerfully.

At the same time the relaunch of live ministry after the extended lockdown will be a particular challenge for ministries and the staff team, and the postholder will support the Director of Operations and Senior Management Team (consisting of the Support Team managers) as they coordinate the reopening plan. This will involve the setting and circulation of agendas, attending meetings, minute taking, facilitating and following up actions between team members and other stakeholders.

The tasks that the Support Team carry out are governed by the Ministry Support Framework (MSF), and the postholder will have a role in monitoring the effectiveness of the MSF and ensuring that the services provided by the Support Team are up to date and meet ministry needs.

The postholder will attend and participate in (sometimes leading) weekly staff prayer and fellowship groups.

## Person Specification:

Attribute	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>Graduate or equivalent relevant work experience and knowledge</li> </ul>	
Proven Skills	<ul style="list-style-type: none"> <li>Experience at Executive Assistant level</li> <li>Excellent IT and administrative skills</li> <li>Experienced taking and preparing minutes</li> </ul>	<ul style="list-style-type: none"> <li>Experience using G-Suite</li> <li>Project administration</li> <li>Use of ChurchInsight™ databases</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>A Christian committed to the evangelical stance and mission of All Souls Church</li> <li>Able to handle confidential information with complete discretion</li> <li>Theological awareness and pastoral sensitivity appropriate to the role</li> <li>Excellent interpersonal skills</li> <li>The ability and confidence to communicate clearly both orally and in writing with members of Parish governance committees</li> <li>Excellent organisational skills demonstrating a structured approach and attention to detail. An ability to prioritise and use initiative to balance the demands of the job</li> <li>Ability to problem solve on own initiative</li> <li>A servant-hearted focus</li> <li>A flexible team player</li> </ul>	

## Key tasks:

### Provide the Director of Operations (DoO) with organisational and administrative support as required to include:

- Oversee initial contacts and enquiries to the DoO.
- Manage the DoO's calendar and diary entries.
- Manage, as required, DoO emails.
- Within G-Suite, folder and file management on behalf of the DoO.
- Administrative support for the DoO in the:
  - Implementation of the Governance and Management review (including Risk, Safeguarding, Thrive and Ministry Support Frameworks, Annual management cycle, intra-charity support).
  - Assistance in the development of role(s) to support the new Governance processes.
- demonstrating that they understand and can explain the various ministries that they are supporting

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- As required, act as first point of contact with operational stakeholders (i.e BBC, Langham Hotel, Police etc).

**Provide the Senior Management Team (DoO and heads of Finance, Buildings, Tech and Admin teams) with support as they deliver the Ministry Support Framework:**

- Attend bi-weekly meetings of SMT as team secretary, preparing, taking and circulating agenda and minutes.
- Ensure timely and effective follow up of actions.
- Along with DoO and senior managers, support the administration of SMT projects running in Basecamp (or using other software programmes).
- As required, act as first point of contact for Ministry Support Framework queries from parish stakeholders.

## Application Details:

*There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.*

*Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls*

Department:	Support
Team:	Admin
Salary:	£20305 pa, inclusive of London allowance for 4 days per week (28 hrs)
Location:	Normally in and around the parish of All Souls. <i>(Under current lockdown restrictions the role will be adjusted to reflect current lockdown conditions. All Souls is currently reviewing post-lockdown flexible working options)</i>
Reports to:	Day to day work under Director of Operations, line management by Database and Administration Manager
Hours:	4 days per week. Occasional evening shifts by arrangement
Annual Leave:	20 days plus bank holidays
Notice period:	1 month

For informal enquiries please email the Director of Operations on: [monty.erskine@allsouls.org](mailto:monty.erskine@allsouls.org)

**Application closing date:** Friday 19th February

**1st Interviews (Online):** Week commencing 22nd Feb

**2nd Interviews:** By arrangement

**Start Date:** As soon as available

**Completed Applications should include:**

- A completed application form
- A CV
- A covering letter explaining why the role is of interest to you and why you are suitable for the position

**Please submit completed application documentation together to:** [recruitment@allsouls.org](mailto:recruitment@allsouls.org)

*We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.*