

Job Opportunity



FULL TIME PERSONAL ASSISTANT

37 hours a week (Monday to Friday)

Salary £23,000.00 per annum

With the rise of people needing ministerial care, spiritual counselling and the increased reliance of our congregation and wider community for reassurance from our Senior Pastor, due to the national Covid 19 pandemic, Faith Miracle Church is expanding its workforce to employ a Personal Assistant to our Senior Pastor.

We are looking for a committed Christian to provide spiritual and administrative support on a one-to-one basis to our Senior Pastor, helping him to make the best use of his time by dealing with secretarial and administrative tasks. Someone who will be a confidant of our Senior Pastor and the first point of contact with people from both inside and outside the organisation. You will support to develop strategies which will provide operational strength for all Church activities. You will help maintain a deep Holy Ghost centred spiritual atmosphere around the Senior Pastor and form part of our Office team in providing service to the Pastor and Church Office.

We are looking for a Holy Ghost filled, tongue talking, self-motivated person with years of experience of being part of the Pentecostal church as well as Admin sector to support our Senior Pastor in his day to day running of the church and his personal life. Communication, Confidentiality, Language skills in Isoko/Urhobo, Minute taking, Tact & Diplomacy, Computer Literacy and interpersonal skills are essential.

If you are interested:

Please email info@faithmiraclechurch.org.uk for an application pack.

Closing date: Thursday 25th February 2021 midnight

FMC Background Information

Faith Miracle Church (FMC) is a Pentecostal independent Evangelical Christian Church base in Wood Green London. The organisation is a registered charity and a company limited by guarantee. There is a Senior Pastor, Directors, Management Team and approximately 60 volunteers.

FMC was founded 21 years ago and has always being based in the Wood Green area and is active in supporting the community through different projects such as the homeless shelter in the winter months providing accommodation and hot meals to the homeless. The building has undergone major refurbishment funded by the members and the aim is to spread the gospel of our Lord Jesus Christ and maximise the use of the building to support local charitable works.

The vision of FMC is 'Adding Value to Lives, Empowering People'. With the growth in membership and responsibilities, the opportunity has arisen for a full-time Personal Assistant to the Senior Pastor.

We have formed links with various local groups **HAVCO, HARINGEY PRAYER FORUM, EVANGELICAL ALLIANCE, LOCAL COMMUNITY ORGANISATIONS,** and **INTERNATIONAL EVANGELISTIC INITIATIVES.**