

Job Description



Job Title: Personal Assistant

Responsible to: Senior Pastor

Salary: £23,000.00 per Annum Hours 37Hrs Per Week

Contract Type: Permanent Contract

Purpose: You will work closely with the Senior Pastor to provide spiritual and administrative support on a one-to-one basis, helping him to make the best use of his time by dealing with secretarial and administrative tasks, ensuring that we utilise the resources that God has given to us to maximum effect to implement our vision. You will be the Senior Pastor's first point of contact with people from both inside and outside the organisation. You may lead a team of staff/volunteers to develop strategies which will provide operational strength for all Church activities. You will provide a confidential Personal life and Office Manager/Administrative service to the Senior Pastor, helping to maintain a deep Holy Ghost centred spiritual atmosphere around the Senior Pastor at all times.

Accountability: You will be accountable to the Directors/Trustees as your employer. Day to day reporting is through the Senior Pastor to whom you will be responsible for delivering integrated operations at FMC.

Location: Faith Miracle Centre, John Raphael House, Coburg Road, Wood Green, London N22 6UB

Key Areas	Description	Competency Required
General Administration	To undertake relevant administrative duties on behalf of the Senior Pastor, including word-processing, database and spread sheet input; opening, recording, distributing and responding to routine correspondence; researching and preparing initiatives for projects; photocopying; taking minutes at meetings; maintenance of records and follow up systems; Organising events, conferences and seminars; maintenance of filing, diary, agenda and bring forward systems; Maintain asset register for FMC, co-ordinate and collate documents for AGM	Good Communication Skills - oral and written. Effective time management and ability to prioritise own workload.

Key Areas	Description	Competency Required
Resource Management	Acting as a first point of contact for the Senior Pastor: dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments ensuring the Senior Pastor is well prepared for meetings. Control access to the Senior Pastor. Booking and arranging travel, transport and accommodation. Reminding the Senior Pastor of important tasks and deadlines. Typing, compiling, preparing and producing briefing papers, reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research on behalf of the Senior Pastor and presenting findings. Organising the Senior Pastor's personal commitments including travel or childcare. Ensure the Senior Pastor's dealings is compliant with relevant policies, procedures and legislation	Ability to understand Senior Pastor's needs and interpret instructions accurately. Good understanding and speaking of Isoko/Urhobo language to allow for confidential communication with Senior Pastor.
Events & Meetings	Work with volunteers and other leaders on behalf of the Senior Pastor to organise and deliver key events in the life of the Church including services, meetings, conferences and seminars and ensure hospitality where appropriate; draft and arrange service programme/meeting agenda; provide minutes; liaise with guest ministers and ensure arrangements are in place for their accommodation/transfers/food; liaise with Ministry/Department heads and cascade information to them from the Senior Pastor where required	Ability to Plan, Monitor, Execute and evaluate. Excellent written skills to create notes and present in format relevant to audience.
PR	To provide the Senior Pastor's write up and where required assist to edit the in-house magazine; prepare and duplicate Church bulletins and materials for special events; cascade info to church appropriate team to update and maintain information on FMC's website and social media pages; proof reading on behalf of the Senior Pastor the production of publicity brochures, hand-outs, direct mail, flyers and promotional videos.	Effective communication & people skills. Excellent attention to detail.

Key Areas	Description	Competency Required
IT and Word Processing	Summarise and Transcribe sermons of the Senior Pastor into short write-ups; Liase with media team to create graphics for these write-ups and share on Senior Pastor's social media pages; Draft and send out general and personal text/email alerts on behalf of the Senior Pastor.	Effective use of Information technology to create documents in different formats using Microsoft Word and Powerpoint etc.
Recording and Filing	Maintaining confidential and other filing, library, and other records as appropriate	Ability to store records in a comprehensive manner
Church Appointments and Meeting Arrangements	Managing the Senior Pastor's diary effectively in arranging meetings with department leaders on a bi-monthly basis; liaise and implement procedures for marriages, funerals, baptism, baby dedications with the relevant person. Filtering and scheduling counselling sessions for members with the Senior Pastor	Effective time management and ability to prioritise tasks. Good communication skills and effective team working.
General	Attendance to conferences, seminars, exhibitions and courses as required. Carrying out such other duties as the Senior Pastor may from time to time reasonably require.	Ensure your availability to attend and carry out tasks.
Spiritual life and Personal Development	To assist the Senior Pastor's spiritual life and ministry; Constantly pursue personal spiritual growth and make space for personal prayer	Many years of deep experiential knowledge of being part of the pentecostal church. Many years of encounter and baptism of the Holy Spirit with physical evidence of speaking in tongues. Ability to spiritually self-motivate

Date: Jan-21

Note – this Job Description does not form part of your Contract of Employment

