

JOB DESCRIPTION

- Postholder:** EA and Office Manager
- Line Managed by:** The Founder/Senior Pastor and the Emmaus Rd Regional Team Leader
- Type:** Temporary (maternity Cover) 12 months, full time.
- Salary:** Competitive for sector. A standard employer/employee contribution scheme is provided.
- Role Scope:** To provide organisational, scheduling, correspondence support to both the Founder/Senior Pastor and the Emmaus Rd Regional Team Leader.
To support the Emmaus Rd finance and business manager with support activities associated with running the office and Emmaus Rd staff team.

Key Responsibilities:

1. Providing diary management and EA support to the Founder/Senior Pastor and the Emmaus Rd Regional Team Leader. This includes:
 - Regular sessions with the Founder/Senior Pastor and the Regional Team Leader to review and plan diary commitments.
 - Organising diary commitments including long term planning for annual rhythms and overseas trips; midterm planning for weekly and monthly rhythms; short term planning for meetings, appointments, interviews, etc, liaising with contacts.
 - Providing day-to-day administrative support to the Founder/Senior Pastor and the Regional Team Leader, including screening, prioritising and answering of emails; transcription of emails from recordings for sending; travel bookings, visa management; etc.
 - Liaising with book publishers and contacts and managing book launch events.
 - Liaising and supporting 24-7 Prayer Directors with associated events that involved the Founder/Senior Pastor.
2. Managing and overseeing Emmaus Rd Office related systems and support, including the following:
 - Organising and buying office furniture and equipment.
 - Organising and buying office consumables and ensuring stock levels are adequate.
 - Administration of office related invoices and regular payments (e.g. utility bills and services).
 - Overseeing and answering the office phone and monitoring the office 'info' email address. Onward distribution of enquiries to relevant staff as required.
 - Collection and distribution of office post.
 - Setting up new staff on office systems.
 - Acting as the Office H&S officer.
3. Providing the following support for Emmaus Rd Sunday services, Emmaus Rd Events and 24-7 Prayer Events:
 - Organising supplies and stocks for Sunday services and events and working with Town Pastors and their Teams to ensure adequate stock levels.
 - Accepting delivery of Sunday cash offerings from Town Pastors on a Monday and ensuring they are deposited into the bank.
 - Supporting the Events Manager with administrative support for church related events such as the Marriage Course, Welcome Course, Alpha, etc.; and for 24-7 Prayer – Windsor Gathering, Wildfires and International Gatherings.
 - Supporting the Events Manager/s of Emmaus and 24-7 Prayer with administrative support for staff and other relevant events, where staff attendance is required.

Key Requirements & Skills

- Previous EA or PA experience.
- A proven ability to engage effectively with a wide range of people at all levels and from diverse backgrounds.
- Excellent organisational and time management skills with the ability to multi-task and prioritise workload/deal with conflicting demands.
- Excellent communication skills with the ability and confidence to communicate effectively at all levels, both verbally and in writing.
- Experience of organising meetings and travel schedules overseas and UK.
- Excellent IT skills including the use of databases, Microsoft Word, Excel, PowerPoint, Outlook.
- Ability to maintain strict confidentiality

Additional Comments:

- The Postholder will be expected to maintain a living relationship with God and live consistently according to biblical principles
- Reasonable time will be given for retreat, prayer and personal spiritual development in liaison with your line manager

Notes:

- **Contract:** This is a joint contracted role between Emmaus Rd and 24-7 Prayer, i.e. the person will be employed by both Emmaus Rd and 24-7 Prayer and will therefore have two contracts, one from each organisation.
- **Location:** The office is situated in Woking. Currently staff are working from home and this role will be required to work from home until the office re-opens.
- **Annual Leave:** 27 days per annum plus bank holidays. Office closed for 3 days after Christmas (total 30 days).