

Executive Assistant to the Senior Leaders (Dave and Karen Smith)

Job Title:

Executive Assistant to the Senior Leaders

Reports to:

Senior Leaders – Dave and Karen Smith

Hours:

35 hours a week (however a minimum of 30 hours a week would be considered)

Salary:

£26,467 - £29,933 per annum, dependant on experience

(Full Time Equivalent £30,248 - £33,409 per annum based on 40 hours per week)

Location:

KingsGate Community Church (some hybrid working may be considered)

Role Overview:

The Executive Assistant will provide comprehensive administrative and organisational support to the Senior Leader(s), enabling them to focus on their leadership responsibilities and strategic priorities. This role requires discretion, excellent communication, and organisational skills, as well as the ability to work in a fast-paced and dynamic environment aligned with the church's vision and mission.

Key Responsibilities:

1. Administrative Support

- Manage the Senior Leaders' calendar, scheduling meetings, appointments, and events, while prioritising competing demands.
- Coordinate travel arrangements, itineraries, and accommodation for ministry-related trips.
- Prepare and manage correspondence, reports and presentations, when necessary.
- Organise and maintain files, ensuring confidentiality and accessibility of sensitive information.

- Handle email inboxes and communications, responding on behalf of the Senior Leader where appropriate.
- Provide pastoral sensitivity and discretion when dealing with confidential or sensitive issues.

2. Meeting Coordination

- Schedule leadership team meetings, Directors' meetings, and other key gatherings.
- Take detailed minutes, and follow up on action items to ensure tasks are completed, when appropriate.
- Liaise with stakeholders, both internal and external, to ensure smooth coordination of events and meetings.

3. Project Management

- Support the Senior Leaders with key church projects and initiatives, tracking progress and milestones.
- Conduct research and provide background information to support sermon preparation, if necessary.
- Prepare presentations and Sunday preach notes for Senior Leaders, in-house and visiting speakers.

4. Communication and Liaison

- Serve as the first point of contact for the Senior Leaders', handling inquiries with professionalism and tact.
- Act as a liaison between the Senior Leaders and staff, ministry leaders, congregation members, and external contacts.

5. Event Support

- Assist with the planning and execution of church events, conferences, and meetings involving the Senior Leaders.
- Coordinate logistics, manage guest lists, and oversee event details as required.

6. General

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.

- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
 - Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.
 - Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.
 - Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.
 - Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.
 - Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
 - Comply with health and safety requirements.
 - Respect the vision and values of KingsGate.
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Key Skills and Competencies:

- **Organisational Skills:** Exceptional ability to prioritise, multitask, and manage time effectively.
- **Communication:** Strong verbal and written communication skills; ability to draft high-quality correspondence and reports.
- **Attention to Detail:** Accuracy and thoroughness in all tasks, especially when managing sensitive information.
- **Discretion and Integrity:** Uphold confidentiality and handle sensitive information with the utmost integrity.
- **Problem-Solving:** Proactive and resourceful in addressing challenges and finding solutions.

- **Technological Proficiency:** Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other tools like Zoom or project management software.
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Person Specification:

- A committed Christian who is passionate about supporting the church's mission and values.
 - Proven experience as an Executive Assistant, Personal Assistant, or similar role.
 - Strong interpersonal skills, with the ability to build relationships with a diverse range of people.
 - Flexibility to adapt to changing priorities and work occasional evenings or weekends as required
 - Educated to A Level standard, preferably with a relevant qualification in business administration, management, or a related field.
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How to Apply:

Interested candidates should complete the application form and send to hadministrator@kingsgate.church by Wednesday 9 April 2025.