

JOB DESCRIPTION

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| POST TITLE | Personal Assistant to the Senior Leaders (Dave and Karen Smith) |
| RESPONSIBLE TO | Senior Leaders - Dave and Karen Smith |
| RESPONSIBLE FOR | No supervisory responsibility |
| WORKING HOURS | 15 hours a week, 3 hours per day Monday to Friday. |
| SALARY | £9,559 per annum (Full Time Equivalent £25,491 per annum based on 40 hours per week) |

JOB PURPOSE

To provide excellent personal assistance to the Senior Leader (SL) in all aspects of their role and to provide warm and efficient communication to KingsGate and the wider church.

KEY ACTIVITY

1. Handle all SL emails, telephone calls and letters from staff, KingsGate members and outside ministries.
2. Serve as a filter for emails, personal conversations and meetings at the discretion of SL.
3. Schedule and keep track of appointments for the SL, and constantly update their personal calendars and contact details.
4. Maintain an efficient email filing system for SL and a filing cabinet for printed documents
5. Produce PowerPoint presentations and Sunday preach notes for SL and visiting speakers. This will also include PowerPoint and notes for SL ministry trips.
6. Assist the SL with research for sermon preparation.
7. Provide administrative assistance to KS in her role as Prayer Leader

8. Book flights, accommodation and conferences and arrange transport details for SL (and occasionally other members of the leadership team).
9. Organise all arrangements for visiting speakers and general visitors (invitations, accommodation and transport etc, plus overseeing arrangements such as catering, honorarium, expenses and any products sold through the KingsGate resource centre).
10. Be available to host Sunday visiting speakers and mid-week visitors when appropriate.
11. Arrange refreshments and catering for senior leadership meetings.
12. Attend quarterly KingsGate Directors' meetings to take the minutes and arrange catering.
13. Record mileage, expenses claims and income from SL ministry trips.
14. Coordinate arrangements for the AGM and Wider Leaders.
15. Perform any other tasks that may arise from time to time which are appropriate to this level of post.
16. **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.**
17. **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.**
18. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
19. **Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.**

20. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.**
21. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
22. **Comply with health and safety requirements.**
23. **Adhere to the vision and values of KingsGate.**
24. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

This job description was reviewed by the Senior Leaders in December 2019