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**Job Description**

**Job Title:** Executive Assistant to the UK Operations Director

**Position type:** Full-time (37.5 hours per week)

**Salary:** £30,000 per annum

**Responsible to:** UK Operations Director

**Direct reports:** N/A

**Location:** Home-based (travel as required to Plymouth)

Job Purpose:

To support the pioneering drive of the UK Operations Director and advance the mission of the charity. You will play a critical role in ensuring the UK Operations Director can concentrate on strategic responsibilities by providing efficient and responsive administrative, organisational, and logistical support. Primarily you will assist them with day-to-day operations, managing their time and workload effectively to enable them to focus on critical tasks and leadership responsibilities.

Through effective stakeholder management, you'll serve as a vital bridge between the UK Operations Director and senior managers, aligning actions and priorities with the strategic and operational goals in order to advance the organisation’s mission.

The ideal candidate for this role will be a proactive and high-capacity individual with excellent communication skills and the ability to adapt and respond to rapidly changing priorities, whilst maintaining a calm and professional approach to all tasks.

The post holder is required to be very flexible in what is a worldwide organisation operating in different time zones, and able to work irregular hours as needed. Time Off In Lieu (TOIL) will be offered for hours worked in excess of normal contractual working hours, as per company policy.

Main Duties & Responsibilities:

* Support and assist the UK Operations Director with pro-active administrative support as required.
* Manage and maintain their diary and email account, keeping track of priorities and deadlines.
* Assist with scheduling meetings, including creating and sharing links for virtual meetings and sending meeting reminders.
* Regularly discuss upcoming engagements, invitations and other appointments, ensuring the UK Operations Director is equipped with the relevant materials and documentation for each meeting.
* Chase and collate all managers’ weekly reports and summarise the data in an effective format.
* Co-ordinate the weekly Monday Management meeting, including taking and distributing minutes and reminding managers to complete their action points.
* Co-ordinate and support other virtual and in-person meetings, including room bookings, agenda-setting and minute-taking.
* Follow up after meetings to remind managers to complete their action points and outline next steps.
* Undertake research and gather information in order for the UK Operations Director to make informed decisions and drive projects forward.
* On request, take control of tasks which the UK Operations Director releases to you to bring to fruition, keeping them informed of progress.
* Assist with all aspects of domestic and international travel, including booking flights, accommodation and hire vehicles, reserving parking, payment of congestion/toll charges, researching visa requirements and assisting with visa applications.
* Understand their travel preferences, create comprehensive itineraries, and ensure all travel arrangements are executed as smoothly as possible.
* Provide any documentation, support or assistance they need while travelling.
* Assist with company credit card statements each month, uploading receipts/invoices and submitting an analysis of expenditure to the Finance department.
* Ensure the UK Operations Director remains up to date with approvals of budgets, invoices, staff expenses claims and annual leave requests.
* Draft, edit and proofread documents and reports as required.
* Any other ad hoc tasks as instructed by the UK Operations Director or Senior Leadership Team.

Other Duties:

* Provide support with organising GOD TV partner events.
* Arrange internal and external meetings for staff, including organising venues, catering, and equipment.
* Work collaboratively with colleagues to ensure a high level of administrative support is delivered across the organisation.
* Assist with additional tasks to support the wider GOD TV team as required.

Policies & Procedures:

• Adhere to The Angel Foundation’s Staff Handbook and the accompanying policies

• Comply with Health and Safety procedures and practices

• Work within the charity’s aims and objectives, with clear personal support for the organisation’s values and beliefs

• To seek to improve his/her own performance, contribution, knowledge, skills and participate in training and development activities as required

**Person Specification April 2024**

**Executive Assistant to the UK Operations Director**

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **IDENTIFIED** |
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| Experience | A minimum 2 years’ administration experience within a busy office environment  Demonstrates significant experience of, and commitment to, delivering an effective service in support of the organisation’s aims and objectives | Previous experience as an Executive or Personal Assistant  Experience of coordinating domestic and international travel | CV / Interview |
| Specialist Knowledge and Skills | Excellent organisational skills  Understanding of the importance of confidentiality & discretion  Experience of, and sufficiently motivated to, begin and complete work to appropriate deadlines and to prioritise own workload  Proficiency in Microsoft Office Suite, with a good working knowledge of Teams, Outlook, Word & Excel  Exceptional time management skills  A meticulous eye for detail  Proven ability to implement and evaluate best practice procedures | Knowledge of the mission and vision of the organisation | CV / Interview |
| Interpersonal Skills | Proactive and confident communication of challenges, ideas and solutions  Must be able to gain credibility amongst managers, colleagues and other employees  Excellent communication skills, both written and verbal  Values diversity, respecting and drawing on colleagues’ different perspectives, skills, experience and knowledge  Ability to work well as part of a team |  | Interview |
| Disposition/Attitude | Fully supports the vision and mandate of GOD TV  Willingness and ability to work within Christian ethos and principles  Friendly and pleasantly assertive with a positive attitude and enthusiasm  Pro-active and happy to support others with a ‘can-do’ attitude  Seeks to improve own performance, contribution, knowledge and is willing to participate in training and development activities as required  Willing to undertake training as required  Willing to go the extra mile to ensure that work is completed in a timely manner  Self-motivated and able to work well with minimal supervision |  | Interview |
| Role Expectations | Able to work flexibly and be adaptable to the needs of the organisation, including some evenings and weekends  Able to work well under pressure  Happy to support various positions/people within the Ministry |  | Interview |
| Qualifications | Educated to GCSE level or equivalent | Appropriate qualifications relevant to the role | CV / Certificates |