

JOB DESCRIPTION

POSITION TITLE:	Executive Assistant
LOCATION:	The GateWay, Addlewell Lane, Yeovil, BA20 1QN
REPORTING TO:	Leader of the Leadership Team
SALARY:	£13,002 (FTE £21,671 £11.06 / hour)
WORKING HOURS:	22.5 hours / week
START DATE:	November 2021

JOB PURPOSE

To act as Personal Assistant to the Leader of the Leadership Team and other members of the Strategy Team, and to manage key elements of the administration and communication processes throughout YCC.

KEY ACCOUNTABILITIES

Responsibilities

Personal Assistant Duties

- PA to the Leader of the Leadership Team
- PA to members of the Strategy Team as required
- Attend and minute Strategy Team meetings.

Communication

- Managing internal communications across the whole church, including:
 - Weekly newsletter
 - Maintaining web site content
 - Coordinating and scheduling communication campaigns
- Managing external queries and communications into the church and leadership team.

Staff and Volunteer Coordination

- Coordinating Sunday services volunteers
- Coordinating the planning of Sunday services with the:
 - Leader of the Leadership Team
 - Creative Strategic Lead
 - Other people who deliver elements of the service.

Other Tasks

- Managing other wider church administrative tasks such as:
 - Copyright licences and reporting
 - Staff training records
 - Volunteer training records
- Undertaking any additional administrative tasks as required by the Strategy Team, Leadership Team or trustees.

RESOURCES

Finance

The post holder will have delegated budgetary responsibility for areas of church administration.

Staff

The post holder will not be responsible for line managing anyone, but will be responsible for directing and coordinating volunteer teams.

PERSON SPECIFICATION

Experience

- Experience of developing, implementing and managing administrative systems
- Experience of managing a budget
- Experience of organising, motivating and managing volunteers
- Desirable:
 - Experience of working as a personal assistant
 - Experience of leading within a Christian context.

Skills and Abilities

- Good word processing, email and spreadsheet skills; we use:
 - Microsoft Office and Teams
 - Mail Chimp for email campaigns
 - Word Press for web page design
 - Church Planning Center for contact management and service rotas
- Good verbal and written communication skills, and the ability to capture our communication tone
- Ability to organise, manage and document meetings and workshops
- Ability to work in a team
- Ability to take on individual responsibility for the delivery of tasks and activities
- Ability to prioritise tasks and to support others in achieving their objectives
- Ability to motivate and manage others (especially volunteers), including sensitively handling conflict and confrontation
- Able and willing to work flexibly.

Personal Qualities

- A commitment to the ethos/beliefs of YCC, as expressed in our Mission, Values and Vision (365)
- Discrete and able to handle confidential information
- Able to deliver on group decisions, even if these differ with personal preferences
- Resilient and reliable
- A commitment to personal development and learning.

There is a Genuine Occupational Requirement for the post holder to be a committed Christian, and the successful applicant will be required to undertake a Disclosure and Barring Service (DBS) check.

APPLICATION GUIDELINES

To apply for this post, please send a CV and Supporting information to:

adam.dyer@yeovil.cc

Supporting information should be no more than 500 words and should detail your ability to meet the criteria set out in the person specification.

Closing date for applications: Sunday 17 October 2021

Yeovil Community Church is committed to promoting equal opportunity in recruiting and delivery of services to our staff and volunteers. We are attempting to collect information about sex, age, ethnicity and disability to be used for statistical purposes only. This form is to be completed voluntarily and will be separated from your personal application. If you do not wish to provide this information, there is no penalty and you will be treated the same as all other applicants. Thank you for helping us to assess the equality and comprehensiveness of Yeovil Community Church's recruitment and services. Please download and complete the Equal Opportunities form [here](#).

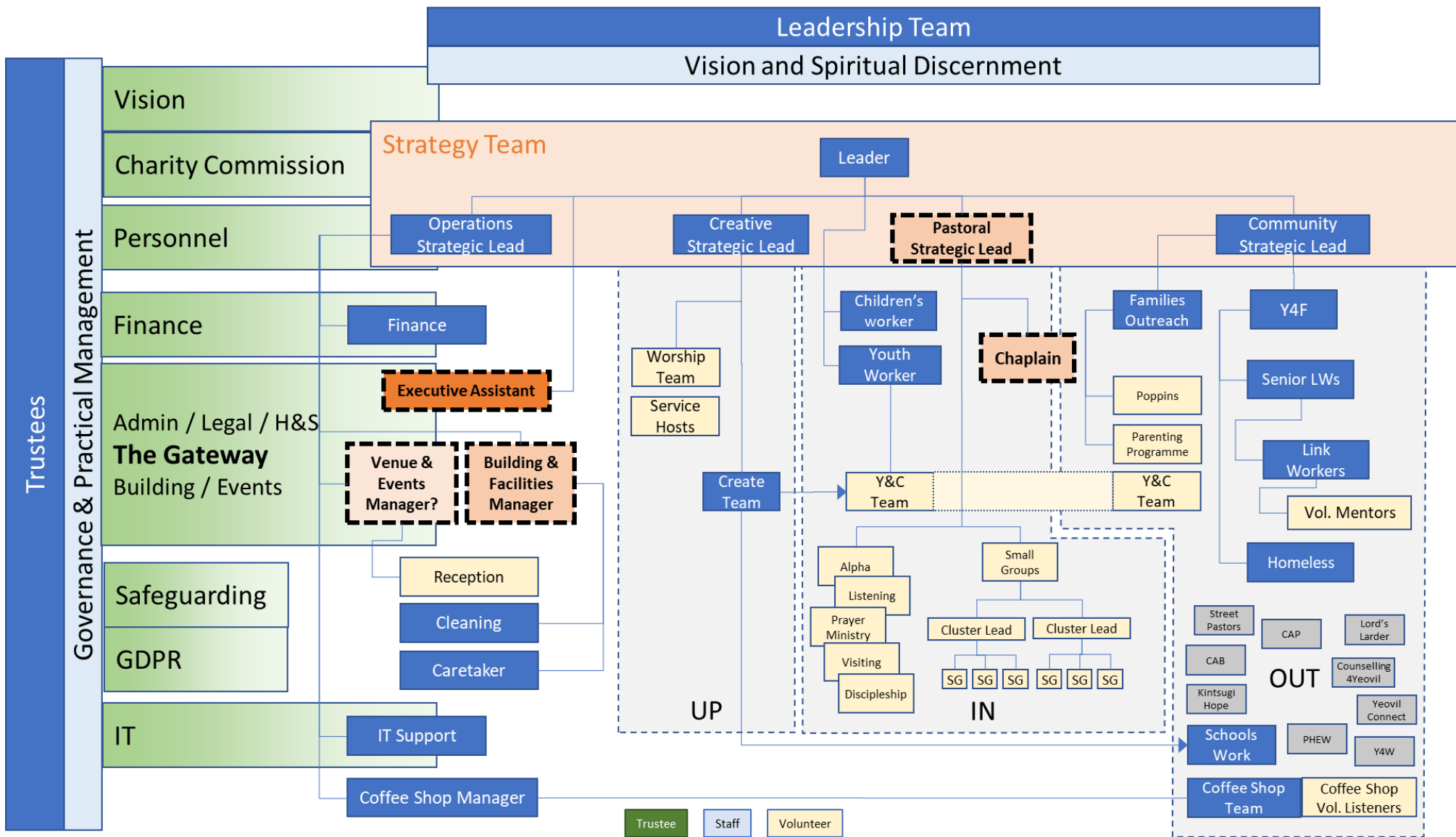


Figure 1: Location of this role within our Organisation