



MAF International Senior Executive Assistant

Candidate Pack
February 2026



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About us



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About Us

Mission Aviation Fellowship is an international Christian organisation whose purpose is to bring help, hope and healing through aviation to people living in isolation and poverty.

About MAF International

Without doubt, MAFI is truly unique. We're a global not-for-profit Christian mission organisation, using aviation to provide desperately needed services to isolated communities across the world. Our operational footprint spans Europe, Africa, and Asia.

Our mission is to bring help, hope, and healing to some of the world's most isolated communities. We're a lifeline to many. Aviation means we can fly to remote areas to save people's lives and provide much-needed services - emergency medical evacuation, food supplies, disaster relief work and educational support.

We're proud of our 80-year history. Founded by courageous and visionary pilots after World War II, we're now embarking on a major transformation to build on their legacy. We'll unify our historically federated structure into an integrated global organisation to double our impact to meet the needs of more than 5,000 isolated communities by 2045.

Our Vision

To see isolated people changed by the love of Christ.

Our Mission

Serving together to bring help, hope and healing through aviation.



I have the best job in the world. I get to do what I love and I know that this is helping to make a difference.

Gregory Vine, MAF Pilot



1 About Us



Flying for Life

Millions of people around the world live in poverty in remote rural areas without access to medical care, education and opportunity. Geographic barriers such as jungles, mountains and deserts hamper overland travel and hinder socioeconomic development. In other areas, conflict and discrimination create different types of obstacles and increased suffering.

Mission Aviation Fellowship is a family of international Christian organisations whose mission is to use light aircraft, and other technologies, to bring help, hope and healing to some of the world's most isolated communities.

Every 5.6 minutes a MAF aircraft takes off or lands somewhere in the world, transporting people who live in remote communities and assisting aid and development agencies, missions and churches to share the love of God.

MAF International oversees programmes in Arnhem Land (Australia), Chad, Guinea, Kenya, Liberia, Madagascar, Papua New Guinea, South Sudan, Tanzania, Timor-Leste, Uganda and one restricted access nation. Other members of the MAF global family include MAF Canada and MAF US, which also run programmes around the world.



Step into the cockpit.

Watch MAF Pilot,
Bridget Ingham,
fly through the
mountains of PNG.



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About Us

Our Values

Our core values are embodied in six key words: Impact, Witness, Partnership, Care, Excellence and Stewardship:

Impact

We value ministry that transforms lives and multiplies the effectiveness of those we serve, seizing opportunities to serve the living God in a fast-changing world.

Partnership

We value the strength and diversity that co-operation and collaboration bring and partner with those who share our beliefs and values.

Witness

We value Christ-like behaviour in the way we work and relate to one another and to those we serve. We have respect and care for all people and have compassion for those in need. We are sensitive to cultural differences and have a servant attitude.

Stewardship

We value the wise use of our resources and carefully balance the benefits of investments with the costs involved.

Excellence

We value integrity, professionalism, safety and competence in all areas and believe that all our work should honour and glorify God.

Care

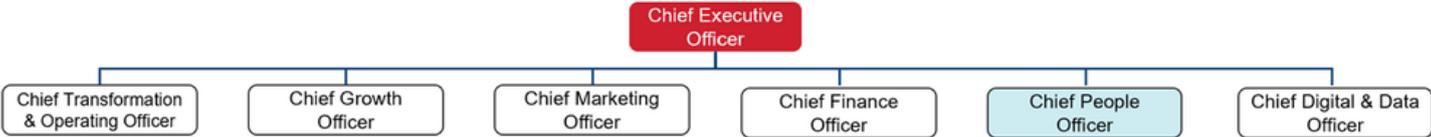
We value the personal and spiritual wellbeing of our people. We respect, care and pray for one another.

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About Us



MAF International organisational structure



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Job description



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Job description



Role details

Role title	Senior Executive Assistant
Salary	£47,000 - £50,000 per annum
Location	Flexible due to remote working and a global meeting schedule spanning multiple time zones. Minimum of one day per week in either of our UK offices (Cranfield or Ashford).
Travel	As a global organisation, your role will involve travel of approximately one week each month.
Hours	Full-time, normal hours are 37.5 hours. Due to the seniority of this role the hours of work will vary due to working different time zones and while travelling the hours of work is in a trust based system.
Pension	10% employer contribution of gross salary
Annual leave	22 working days per year plus UK Public Holidays
Life insurance	3 times annual salary death benefit



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Job description



About you

If you are a highly capable and trusted Executive Assistant who thrives in a dynamic, global environment, this role offers a unique opportunity to make a strategic impact. This is a strategic executive coordination role within a global transformation context. You will operate as part of the executive leadership infrastructure, not only in support of it.

You are proactive, relationally intelligent, and deeply committed to enabling leadership to focus on transformation and growth. You carry both responsibility and discretion with maturity, knowing that your work directly shapes the effectiveness of those leading the mission. Your ability to maintain operational and relational coherence across a complex global organisation makes you indispensable. As the Executive Office evolves, you're ready to contribute to the development of a world-class executive function.

You will build and maintain the executive operating system of the ELT. To achieve this, you will bring exceptional coordination, time orchestration, and communication skills to support the Chief Executive Officer and Executive Leadership Team (ELT). Operating as the central hub of the executive system, you steward the flow of information so that decisions are timely, well-informed, and aligned with mission. You ensure that information, decisions, and relationships flow seamlessly across time zones, cultures, and teams, connecting the CEO, ELT, Board, and MAFI's global leadership.



"I have been humbled since beginning my journey with MAF. Over the years, I've learned to take leaps of faith and place my trust in God. I've moved across several MAF programmes, often facing the unknown, but by trusting in Him, I've grown in maturity and continue to rely on His plan for my life.

Lungpinglak (Ping Domtta) Country Director and Pilot, Timor Leste



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Job description



Roles and responsibilities

Executive enablement and time orchestration

- Coordinate the CEO's global calendar as a strategic asset, protecting time for organisational priorities and high-impact work while preparing high-quality briefings, agendas, travel packs and speaking notes.
- Acts as an extension of the CEO's strategic capacity by helping prioritise, sequence, and align work across the executive system, ensuring that the CEO's time and attention are spent on the highest- value activities. You will have delegated authority to redirect, sequence or escalate work within agreed parameters.
- Manage correspondence and document flow with judgement and diplomacy, draft and proofread communications for the CEO and ELT, and track actions to ensure timely follow-up and accountability. You will exercise independent judgement in triaging information and determining what requires executive attention.
- Contribute to the design and evolution of the Executive Office, including processes, templates, and standards. You will influence how the executive system functions.

Executive Leadership Team coordination

- Serve as the central coordinator for the globally distributed ELT by scheduling meetings, curating inclusive agendas, and managing time-zone logistics to ensure equitable participation.
- Support and strengthen the executive leadership operating rhythm to maintain alignment and focus by facilitating weekly stand-ups, monthly tactical reviews, quarterly board preparation and annual summits.
- Enable effective asynchronous collaboration across tools (Teams, Planner, SharePoint, Miro, etc.), ensure meeting outputs and action points are captured, and circulate summaries and follow-ups within 48 hours to drive accountability and progress.

Board and governance liaison

- Support the CEO and ELT, in collaboration with the Manager of Governance and Secretariat (future), in delivering high-quality board meetings by managing the end-to-end administrative and logistical process. Maintain the annual board calendar, draft agendas, coordinate paper submissions and ensure timely preparation and distribution of professional, accurate board packs.
- Provide in-meeting support as required, including attendance and minute-taking for board meetings or other governance sessions, and follow up on actions to ensure decisions are recorded and progressed.

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Job description



Roles and responsibilities

Digital workflow and information management

- Promote digital best practice across the Executive Office and ELT by establishing standards for collaboration, file management and information security. Curate and maintain shared digital spaces (Teams, SharePoint) to enable real-time teamwork, clear document ownership and consistent version control.
- Champion responsible use of AI-enabled productivity tools, ensuring adoption follows approved data-protection guidance and governance. Provide training, templates and ongoing oversight to maximise efficiency while protecting sensitive information.
- As needed, acts a first-draft writer/editor and presentation builder, with a view towards, quality, tone and consistency.

Cross-cultural and global relationship management

- Foster strong relationships across MAF's international network by ensuring communications are clear, respectful and culturally sensitive, and by proactively engaging stakeholders. Build trust across cultures by communicating with humility, clarity, and respect, particularly where tension or ambiguity exists
- Prioritise responsiveness and thoughtful messaging to maintain strong connections across diverse teams
- Provide timely cultural and contextual briefings to the CEO and ELT ahead of international meetings or visits, highlighting local norms, sensitivities and practical considerations to support effective engagement and respectful decision-making.

Travel and event management

- Plan and coordinate complex international itineraries, executive offsites and field programme visits with careful attention to logistics, travel documentation, risk and security considerations, local contacts and contingency arrangements to ensure seamless travel and productive engagements.
- Provide on-site executive support at key events, managing schedules, liaising with hosts and vendors, troubleshooting issues in real time and capturing outcomes. Ensure smooth execution and timely follow-up so that decisions, action points and learnings are documented and progressed.

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Job description



Roles and responsibilities

Spiritual and Organisational Culture

- Model and promote MAFI's Christian ethos, integrating faith and service naturally into daily work. Participate in prayer, fellowship, and reflection within the executive and wider MAF team, whether online or in person.

Key relationships

- **CEO:** Primary accountability and support for performance and achievement of goals.
- **Executive Leadership Team:** Delivery of agreed expectations and standards.
- **Manager of the Governance and Secretariat (future):** Board and governance coordination.
- **International internal and external stakeholders and partners:** These include the Board Chair and Trustees, Country Directors, and Donor/Partner representatives.

Your team

Currently there are no direct reports, although supervision of staff may be required as the Executive Office expands.



I get to make a real difference every day - serving isolated communities and sharing the love of Jesus in practical ways. If you're searching for something greater, a life that's more than just about you, MAF could be the journey you're looking for

Dave Chandler. Aircraft maintenance Engineer



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Person specification



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Person specification



What you'll bring

Professional experience and expertise	Values, motivations and strengths
<ul style="list-style-type: none">• Senior executive support to a CEO or C-suite in a global/federated organisation.• Coordination of teams and board processes across multiple time zones.• Management of complex international travel and sensitive communications.• Strong proficiency with Microsoft 365 (Outlook, Teams, SharePoint, Planner, Power BI) and familiarity with board-portal software and AI productivity tools.• Experience drafting high-quality reports and board packs; exposure to governance processes in non-profit and/or mission/humanitarian contexts.• Diplomacy in navigating federated mindsets, being part of the solution to resolving tensions across leadership layers, managing stakeholders in the transition to a new business model.	<p>Committed to the vision, mission, values and beliefs of MAF. This includes actively living and working in accordance with Christian values.</p> <p>Demonstrate the core MAF traits of compassion and kindness.</p> <p>Committed to the mission of global service through aviation.</p> <p>These are the natural strengths of the person we think will thrive in this role:</p> <ul style="list-style-type: none">• You have exceptional organisational ability and communicate clearly in writing and verbally.• You are culturally intelligent, emotionally mature, and skilled at building rapport across nations.• You demonstrate high integrity, exercise discretion, and remain composed under pressure.• You are digitally fluent and proactively learn new tools.• You understand organisational dynamics and can read patterns across leadership behaviour, risk, culture and timing.• You anticipate pressure points before they escalate.• You are comfortable working with ambiguity and incomplete information.• You maintain a flexible working pattern and can sustain high performance across shifting time zones without loss of quality.

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How to apply



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How to apply



MAF International is working exclusively with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact Nick Thomas, Senior Consultant of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion*, sexual orientation, age, veteran status or other category protected by law.

Closing date: Wednesday 18 March 2026

Charisma vetting interviews must be completed by 24 March, prior to shortlisting on 25 March.

Interviews with MAF International: w/c 30 March 2026 TBC

*In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian.



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